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Singapore Cycling Federation – Event Operations and Safety Management Plan (Template)



Singapore Cycling Federation

Event Safety Management Plan

Editor	Date	Edit Detail	Version Control
Secretariat	26 th of September 2018		1

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(This is a template and must minimally include information highlighted herein. All information provided is an example)

BACKGROUND

Provide a background of the event and what it is all about

1. INTRODUCTION

Event Name:

Event Dates:

Contingency Dates:

Event Location:

Event Start Time: *8:30am Registration, 10:00am Race Start*

Event numbers competitors and Spectators:

Event Outline:

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Map 1: Events –

Include an Alternate Course for bad weather (Contingency)

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2. ENVIRONMENTAL RISK ASSESSMENT

The purpose of this part of the safety plan is to undertake a comprehensive risk assessment to determine medical support requirements and form part of an effective event decision making protocol and communication to all participants.

Past experience for the same or similar events	<i>Prior experience with this event and the possible conditions</i>
Anticipated number of competitors	<i>100 People</i>
Length of the course	<i>3.5km</i>
Design of the course	<i>Triangle</i>
Course gradient ??	
Assessment of ability of competitors	<i>Competitors abilities range from novice to experienced national, regional and international riders</i>
Any pre-entry qualifying criteria	<i>The safety briefing will cover the course, local weather patterns, and the likely effects on riders The safety briefing will cover how to raise assistance in an emergency, safe riding and exiting from the main course All competitors must be appropriately attired and equipped All competitors must be fit and competent of completing the course – completion of PARQ form prior to commencement of race All bikes must complete a safety and technical check</i>
Start / finish area	
Temperature	<i>Expected to be 4Approx. 32 degrees Celsius</i>
Event apparel worn during event	<i>Club / team bibs, jerseys. Helmets and gloves</i>
Traffic Conditions	<i>The race route will be barricaded. In addition, route marshals will be deployed at all major junctions. The route will not be closed to traffic and riders are advised to be mindful of this.</i>
Air quality assessment	<i>Air Quality in the area is expected to be good – PSI range of xxx to xxx. The air quality will be checked as close as possible to the event commencement</i>
Other considerations	<p>Safety Requirements:</p> <ol style="list-style-type: none"> 1. All Competitors must have the indemnity and consent form explained to them 2. All competitors must sign an indemnity and consent form confirming that they are able to ride confidently 3. All competitors must be fit and competent of completing the race course and be prepared to complete a PAR-Q Form (Physical Activity Readiness Questionnaire) 4. The event course will be printed and on clear display at the registration table <ol style="list-style-type: none"> (a) Safety Bike Marshals will be deployed on the course during the event - Chief Route Marshal will be on "walkie-talkie" communication with a race director and the Event Organiser (b) Safety Bike and Route Marshals will have their own safety briefing prior to the race. (c) Qualified First Aid personnel will be onsite 5. All starters and finishers will be counted (compulsory sign in and sign out) 6. A system for reporting withdrawal from the race (DNF) – will be adopted. 7. The Cut off time is xxxxx. (It is estimated the race will take 2 hours max)

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- | | |
|--|---|
| | <p>8. <i>Extreme weather conditions such as heavy rain/haze that jeopardise the safety of riders may lead to cancellation of the race. The Event organiser will endeavour to inform all entrants of this by email or phone, or on the day at the event if adverse weather conditions arrive close to the expected start time.</i></p> |
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3. RISK MANAGEMENT PLAN / RISK ACTION PLAN

(to be completed with the Risk Assessment Matrix – Part 4 below)

EVENT

**Safety
Manager**

Date

INFORMATION GATHERING						
Location of Start & End Point / Cycling Event/Discipline		<i>Jurong West Sports and Recreation Centre / Safe Cycling Programme</i>		Date		
Facility/Route		<i>Changi Coastal Road</i>				
Areas of Concern	1. Processes 2. People 3. Equipment 4. Environment					
S/n	Photographs / Location	Hazard Identification	Risk Evaluation		Risk Acceptance	Recommended Risk Control
			Likelihood	Consequences		
	PROCESSES					

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1		<p><u>Safety briefing</u> Communicate identified hazards (people, equipment, environment)</p>	1	1	1	<p>Conduct Safety Briefing to all participants at the start of each session.</p> <ol style="list-style-type: none"> 1. People - PAR-Q 2. Equipment - Shoes, Bike and Helmet check 3. Environment - Sharp objects, training area permitted to use, location of first aid box, water point.
2		<p><u>Warm up - Cool Down</u> Conduct warm up and cool down exercise stretching</p>	1	1	1	<p>Trainer to demonstrate such exercises</p>
3		<p><u>Pre-Post Training Routine</u> Ensure that trainer informs on pre-post training matters</p>	1	1	1	<p>Trainers to conduct a pre-event area check for debris, sharp objects and marking out of training area. Trainer to coordinate with facilities staff to ensure that training area is "booked" for the event.</p>

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4		<u>Practical Training</u> Scratches from drive train chain ring while pushing bike	2	1	2	Trainer to instruct and ensure bike pushing only on the left side of the bicycle
5		<u>Dehydration</u> Inform participants where the water cooler and drinks are situated.	2	2	4	As each session is 3 hours in duration, trainer to provide frequent breaks in between sessions to allow for drinking and filling of water bottles
6		<u>Training Program</u> Participants are not able to cope with training requirements	2	2	4	Ensure that participants are given skill appropriate training, by ask questions on their previous cycling experience, and do a simple skills assessment where necessary

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7		<p><u>Injury during training</u> Participants fall off the bicycle</p>	3	2	6	<ol style="list-style-type: none"> 1. Provide sufficient space for cyclists to ride 2. Progressively challenge participants skills when ready 3. Standby First Aid Kit 4. Control speed of practice 5. Provide alternatives and solutions when various scenarios occur 6. Inform participants on what to look out for and the common mistakes made during each skill practice.
8		<p><u>Trainer to participants ratio</u> Inadequate attention given to participants during practical sessions</p>	1	2	2	<p>Ensure Trainer to Participants ratio of 1 : 10 and that there is control over participants cycling. Alternative solutions are for trainer to allow participants to observe other and rest.</p>
	PEOPLE					

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9		<u>Well-Being check</u> Participants not feeling well for activity	1	2	2	PAR-Q forms to be filled in, instructor to constantly check with cyclists if everyone is feeling ok.
10		<u>Lower Competency of Participants than expected</u> Different levels of skills ranging from Participants not knowing how to ride to Participants able to ride	3	2	6	Trainer to ask participants and conduct a simple skill assessment to group participants before progressing.
	EQUIPMENT					
11		<u>Feet not able to reach the floor</u> For Beginners learning how to ride	2	2	4	1. At start of lesson during bike check, ensure saddle height has been lowered before the progress in training. 2. Control of speed and reduce speed where necessary.

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13		<u>Equipment safety check</u> Bike Check, Fit and Helmet Fit	2	2	4	Instructor to demonstrate and check on participants individual bicycles, brakes, tyres, saddle height, helmet and shoes. Trainer to bring along a bicycle tool box for minor adjustments if necessary.
14		<u>Safety Equipment</u>	2	2	4	Trainers to familiarise themselves with the location of the first aid kit, ensure that standard first aid certificates are valid. To prepare an attendance list and bring it along with names of emergency contact numbers. Identify nearest clinic, hospital
	ENVIRONMENT					
15		<u>Haze</u> At high levels unfit for outdoor physical activity	4	3	12	1. Check NEA website. 2. Cancel of event or just conduct Theory components indoors.

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16		<u>Lightning / Wet Weather</u> At unsafe levels	4	5	20	<ol style="list-style-type: none"> 1. Check NEA website. 2. Cancel or just conduct Theory components indoors.
17		<u>Training Area</u> Collisions within training area	2	2	4	<ol style="list-style-type: none"> 1. Cordoned off to prevent non-participants from entering into training space. 2. Put up "out of bounds" signages and notices around the training area 3. In consultation with Facilities Staff, the trainer to sketch out training area and identify where the water cooler, AED, First Aid kit, emergency exits are located.

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4. RISK ASSESSMENT MATRIX

Likelihood		Consequences				
		1	2	3	4	5
		Insignificant	Minor	Moderate	Major	Catastrophic
1	Rare	1	2	3	4	5
2	Unlikely	2	4	6	8	10
3	Moderate	3	6	9	12	15
4	Likely	4	8	12	16	20
5	Definitely	5	10	15	20	25

Risk Acceptance Table

	Level of Risk	Risk Control Action & Timescale
1	Low Risk	- No action is required
2		- No monitoring is necessary
3		
4	Low Risk	- No additional controls required
5		- Monitoring is required to ensure existing controls are effectively implemented
6	Medium Risk	- Efforts should be made to reduce the risk
7		- Risk reduction measures should be implemented within a defined timeframe
8		- Management control required
9		
10	Significant	- Work should not commence until the risk has been reduced

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11	Risk	- Considerable resources may have to be allocated to reduce the risk
12		- Where work has commenced urgent interim measures must be
13		taken
14		- Senior Management action is required
15	High Risk	- Work must not start or work must be suspended immediately
16		- If it is impossible to reduce the risk, work has to remain prohibited
17		- Detailed research and management plan
18		
19		
20		
21		
22		
23		
24		
25		

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5. SAFETY REQUIREMENTS (Equipment and Personnel)

Based on the risk assessment completed previously, personnel and equipment requirements will be determined for this event.

Requirements	Number of equipment to be used	Number of experienced personnel	Personnel Competencies to use equipment
<i>Safety Cars and/or motorcycles</i>			
<i>Safety Bicycles</i>			
<i>Ambulances & Paramedics</i>			
<i>First Aiders</i>			
<i>Safety Manager</i>			
<i>Safety Bike Marshals and Route Marshals</i>			
<i>Safety Barricades</i>			
<i>AED (automated external fibrillator)</i>			
<i>Safety tents</i>			
	Total number of support equipment:	Total number of personnel:	

<i>Radios and other communication tools e.g. walkie talkies</i>			

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6. COMMUNICATION PLAN

It is expected that there needs to be direct (radio) communication between:

- i. Race Director, Event Manager, PCP, Commissaires Safety Manager and Lead Safety Driver
- ii. Event Manager, PCP, Commissaires, Lead Support Driver and all other support drivers/riders
- iii. Safety Manager, Safety Bike Marshals and Route Marshals

It is expected that there is an indirect (arm signals, whistle and/or voice) communication 'method' established between the personnel who are on the race route in cars, on bicycles or motorcycles.

7. PRE START SAFETY COMMUNICATION TO RIDERS

a. General Safety

Pre-Race Safety Briefing: (will change based on race – below is an example)

1. *The safety briefing will cover the course, local weather patterns, haze conditions and the likely effects on riders AND the explanation of the Safety Indemnity and Consent Form.*
2. *The safety briefing will cover how to raise assistance in an emergency, safe start and end*
3. *Riders will follow route markers and route marshals to direct riders of their correct route*
4. *It should be made clear to all riders that the race director/organiser, PCP, Commissaires, Safety Marshals or other technical event personnel can stop any rider from competing/completing if they show signs that they will not complete it in an acceptable time or acceptable condition*
5. *The Course may be changed*
6. *There will be a process explained to all competitors should the race need to be stopped for any reason.*
7. *Competitors are to ride across finish line*
8. *Riders are encouraged to hydrate, dress appropriately and apply sunscreen prior to the event starting*
9. *All UCI Race rules apply*

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Cancellation/Postponement

Extreme weather conditions such as haze at a hazardous level or a thunderstorm that jeopardise the safety of riders may lead to cancellation/postponement of the race. Event organiser will endeavour to inform all entrants of this by email by **xxxx pm** the day before the events or as early as possible on the day.

8. PRE START SAFETY COMMUNICATION TO SAFETY MARSHALS

- a. A register of all personnel present on the day of the event should be taken
- b. The Event Manager or appropriately trained representative should:
 - i. Run through all the safety and race instructions being given to the riders
 - ii. Run through the risk assessment for the event
 - iii. Run through the role of the on safety marshals (route marshals and bike marshals) - support, first aid
 - iv. Run through the communication plan
 - v. Outline what will happen in a rescue and/or emergency
 - vi. Outline the role of the safety marshals;
 - at the start of the race
 - during the race
 - at the end of the race

c. Personnel Wellbeing and Personal Safety

The Event Manager should also ensure that all event personnel have the right equipment. Event personnel should be wearing appropriate clothing for the conditions and they should wear a hat to protect from the sun and have sunscreen available to use. Event personnel should be adequately hydrated and feed for the event.

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9. ON ROAD/TRACK SAFETY AND EMERGENCY MANAGEMENT

- A participant in distress will be approached by the closest available on route/road safety marshal when they exhibit obvious distress
- Safety Marshal will assess the severity of the situation and determine whether further assistance is needed. If not, then the rider will continue on race route
- If support is needed, then the personnel on the scene at that time will call for the assistance of the nearest safety car or ambulance and immediately start administering first aid if possible
- Another quick assessment will be made by the safety marshal
- If the situation is deemed an emergency, safety marshal will immediately make radio contact (or cell phone call if needed) to the event manager
- All efforts will be made to commence first aid treatment – dependant on conditions
- Safety marshal will then escort the participant to the agreed emergency rendezvous point where a first aider will be stationed and ready to administer medical support
- In the event that a safety marshal has to take a distressed/injured rider to a different rendezvous point, the event manager will liaise with the medical staff
- Upon getting the emergency call, the first aider will ring for back up if needed and instruct additional ambulance and police to meet at the emergency rendezvous point
- Race number of the rider to be reported to the event manager
- First Aider will continue first aid until it is suitable to hand over to the ambulance team, if necessary
- Race numbers of all leaving the race reported to the event manager for head-counts

The following minimum first aid resources will be available at the event:

- 1 x Event manager
- Xxxx Cell Phone
- At least xxxx key personal with Current First Aid
- Ice
- Xxx AED (or knowledge of Nearest one) i.e. automated external defibrillator (AED)
- Xxxxx On Call Ambulance

Resources will be positioned at the following locations:

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- Start of the Event/Emergency Rendezvous point
At **least xxxx Qualified First aider** along the race route

10. FIRST AIDS DURING AN EVENT

The Event Manager should record all incidents during the course of an event - incidents will include:

- i. Safety Marshal supporting a rider – but allowing that rider to continue
- ii. Safety Marshal withdrawing a rider who they feel is not able to continue the event
- iii. Safety Marshal attending to a rider who identifies themselves as being in distress via physical or verbal communication
- iv. All first aid interventions as highlighted on hazard identification table.

11. POST EVENT DE-BRIEF

There should be at least two levels of event de-brief.

- i. The Event Manager should meet with all on safety marshals immediately following the completion of the event. Areas to cover will include: an assessment of the risk factors, whether there was adequate on-route/road presence, and areas where improvement could be made. This is a good time for the Event Manager to ensure that the safety marshals are fine (physically and emotionally) and thank them for their efforts.
- ii. If there are other key authorities involved with the event, such as Police, Civil Defence Paramedics etc then they should be included in this meeting if required

The purpose of the de-brief is to run through all aspects of the event for the purpose of assessing the effectiveness of the planning for this event, and areas that improvements could be made for similar events be held in the future.

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Notes from these meetings should be recorded.

12. POST EVENT SAFETY DE-BRIEF WITH SAFETY MARSHALS

Date:	Time:	Venue:
Incident Summary		
Number of Interventions where the rider continued	Number of Interventions where a rider was withdrawn	Number of First Aid Interventions

Incident forms completed for rescues and first aids: YES NO

General comments from the safety marshals about the event:

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