

Event Safety Management Plan

Velo Belvoir

Piccolo, Mezzo and Gran Fondo Cycle Sportives

Hose Village Hall
2 Harby Ln,
Hose,
Melton Mowbray
LE14 4JR

Sunday 10th May 2026
07:00 to 18:00

Version 2.2
Written by
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Version No.	Changes	Supersedes
2.0	Updated for the additional GRAN FONDO route and change of feed station to South Witham	1.0
2.1	Small change in the route for the Gran Fondo	2.0
2.2	Section 1 : British Cycling Insurance and event URN details added	2.1
2.3	Section 9.2 signage updated with new direction arrows	2.2

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Section 0 General Data Protection Regulation GDPR

GDPR regulates how personal data or information relating to all living individuals is handled. It is based around six legally enforceable principles that together provide a framework to ensure that all personal information is handled properly. All data controllers must abide by the data protection principles. Personal Data must be:

- Processed lawfully, fairly and in a transparent manner in relation to the data subject
- Collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes
- Adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed
- Accurate and, where necessary, kept up to date
- Kept in a form which permits identification of data subjects for no longer than is necessary for the purposes for which the personal data are processed
- Processed in a manner that ensures appropriate security of the personal data.

The committee collects, holds and processes data on event competitors to ensure the running of a safe event. There are three sources for the committee to hold personal information:

Cycle Britain

Competitors enter the sportives via the Cycle Britain website and personal data necessary for the event is managed through this site.

This includes:

- Name
- Address
- Age
- Email
- Phone number
- Emergency contact number
- Credit card details for processing payment

0.1 Data Controller

As an organiser of an event, we may collect personal details such as names, email address and telephone number from individuals and organisations involved in various aspects of our event and will then share these (via your event plan) with statutory bodies who are part of the Safety Advisory Group for events:

- **Data Controller**
The Data Controller is the Velo Belvoir Committee
- **What the legal basis is for processing this data**
In the context of organising an event, we determine that it is of legitimate interest in the running of a safe event to share the event management plan information.
- **How long the information will be kept.**
Information will be kept after the completion of the event for a minimum of 6 years in accordance with Statute of Limitations unless required longer for any ongoing investigations or legal actions.
- **Who the information will be shared with**

- The Safety Advisory Group and your event planning team
- **Which of the 8 individual rights of the data subject apply**
 - Right of subject access request
 - Right to rectification
 - Right to erasure
 - Right to restrict processing
 - Right to object to processing
 - Right not to be subject to a decision based on automated processing

0.2 Data Processor

Organisations of the safety advisory group will receive information from the data controller (via the event plan) who will determine the purpose the data can be used for. This will include.

- limitations on use of the information
- restrictions on sharing the information
- responsibilities when there is loss or theft of this information

0.3 Data Processing Notice

Data Controller (The Event Organiser)

Data Processors (Organisations of the safety advisory group)

This event management plan, which will contain personal identifiable information, is provided by the data controller to members of the safety advisory group so they can give safety advice to the event organisers and respond effectively if an emergency happens at the event.

This information will not be shared outside of the organisations represented at the Safety Advisory Group and each Data Processor will store and manage the documents in line with data protection.

If any Data Processor becomes aware of a potential breach of this requirement, they will ensure that the Controller is notified with immediate effect.

Further information

Detailed information about the General Data Protection Regulation is available from the Information Commissioners Office, ICO, website at <https://ico.org.uk/>

Section 1 Overview of Event

The Velo Belvoir sportive consists of three cycle rides, the Gran Fondo, the Mezzo Fondo and the Piccolo Fondo.

- The Gran Fondo is approximately 100 miles in length with two feed stops at South Witham at approximately 30 miles and again at South Witham after approximately 70 miles
- The Mezzo Fondo is 60 miles in length with one feed stop at South Witham at approximately 30 miles
- The Piccolo Fondo is around 30 miles in length with no feed stop.

These are non-competitive events and as such no times will be recorded or published for competitors.

The events start and finish at Hose Village Hall, 2 Harby Lane, Hose, Melton Mowbray LE14 4JR.

All routes will be clearly sign posted with different coloured directional arrows and safety briefings will be given to each group of riders before they are released by the start team. Marshals will be placed on the road at the event start to ensure that the release of riders is onto clear roads.

Routes are provided as GPX files and all riders will be advised to download the gpx routes to their Garmin devices prior to the rides. It will be compulsory for all riders on the Gran Fondo route to have GPS devices.

All rides are registered with and managed by British Cycling; the event URN is : 549659.. Insurance cover for the event is provided by British Cycling.

1.1 The Gran Fondo

The Gran Fondo is aimed at advanced cyclists. Riders will set off between 8:30 am and 9:30 am and will be set off in groups of up to 6 riders at intervals of 3 minutes.

The route stays on quiet country roads through the villages of Nottinghamshire, Leicestershire and Lincolnshire. The route avoids any major A roads however several A roads are crossed over and warning signs are placed advising motorists of 'Cyclists Ahead'.

There is one feed stop:

South Witham - It is expected riders will filter into the first feed stop between 10:30 and 11:30. Signs will be placed prior to the stop to alert riders they are approaching a feed stop. Marshals will be placed at the feed stop ensuring riders safety enter and exit the stop area. There is plenty of space at South Witham village hall to accommodate a large number of cyclists.

Gran Fondo riders will complete an additional 40 mile loop before returning to the feed station at South Witham for a second time. Marshals at this feed stop will issue these riders with an additional wrist band to indicate they have completed the additional loop.

The estimated time for the ride is approximately 6-9 hours in total.

1.1 The Mezzo Fondo

The Mezzo Fondo is aimed at intermediate cyclists. Riders will set off between 9:30 and 10:30 am and will be set off in groups of up to 6 riders at intervals of 3 minutes.

The route stays on quiet country roads through the villages of Nottinghamshire, Leicestershire and Lincolnshire. The route avoids any major A roads however several A roads are crossed over and warning signs are placed advising motorists of 'Cyclists Ahead'.

There is one feed stop:

South Witham - It is expected riders will filter into the first feed stop between 12:00 and 13:00. Signs will be placed prior to the stop to alert riders they are approaching a feed stop. Marshals will be placed at the feed stop ensuring riders safety enter and exit the stop area. There is plenty of space at South Witham village hall to accommodate a large number of cyclists.

The estimated time for the ride is approximately 4-6 hours in total.

1.2 The Piccolo Fondo

The Piccolo Fondo is aimed at novice cyclists and families. Riders will set off between 10:30 and 11:30 am and will be set off in groups of up to 6 riders at intervals of 3 minutes. This is to ensure minimal disruption to local traffic and the surrounding area.

The route stays on quiet country roads through the villages of Nottinghamshire and Leicestershire. No major A roads are crossed on this route.

The estimated time for the ride is approximately 2 - 3 hours.

1.3 Number of entries

We allow entry up to 550 cyclists with the expectation of a 10% drop out rate. Therefore, we expect a maximum of 500 cyclists on the day spread across the three events. The event is largely attended by adults however the minimum age of entry for solo riders is set at 16. Riders younger than 16 will need to be accompanied by an adult. Riders aged 16 and 17 will require the completion of a parental consent form.

Route files are included as GPX files and risk assessments have been conducted for each route (see appendices to this document).

1.4 Entries and Registration

Riders will enter through the Cycle Britain website which will hold all personal data about the rider and payment information.

Riders will be required to register at Hose Village Hall on the day. Riders will be provided with a wrist band upon confirmation of registration. The wrist band will contain emergency contact numbers and a rider identity number.

Section 2 Planning and Management

2.1 Event management structure

The event is being managed by the Velo Belvoir committee. The run will be covered by the events public liability insurance issued through Cycle Britain and the committee have worked closely with the appointed Cycle Britain advisor in the preparation and planning of these events.

2.2 Roles and responsibilities

All roles (see section 7) will have a main supervisor allocated to this role but will also have an acting deputy who can stand in, in the event of illness to this person on the day. The deputy for the main role may be one of the other event staff indicated below. Several people may have several roles assigned to them.

Event Director:

Role & responsibility (will manage the event including overseeing all planning, preparations, and co-ordination on the day. Responsible for overall decisions in relation to implementation of the Event Safety Management Plan and communication with the emergency services and key agencies where necessary).

Responsible for the management and resolution of any ongoing issues that arise during the event.

Event Staff:

The other key roles within the committee are as follows:

Safety Officer – responsible for the overall safety of the event and the competitors including conducting the risk assessments, coordinating the response to all safety concerns or incidents during the event and is responsible for the briefing of competitors and event staff before and during the event.

Signage Supervisor- responsible for the placement and collection of all information and safety signs for this event along the routes.

Registration Supervisor – responsible for the initial registration of competitors and any entry queries on the day of the event

Feed Station Supervisor – There is one feed station on the route at South Witham Village Hall, covering both the Gran and Mezzo rides.

Kitchen supervisor - responsible for the provision of drinks before and after the event at Hose Village Hall

Car parking Supervisor – responsible for directing cars into and out of the parking area and for the organised parking of the cars.

2.3 Event control

The event will be controlled from Hose Village Hall. All committee members and supervisors have direct contact to each other through mobile phones.

Section 3 Venue and Site Design

3.1 Hose Village Hall

3.1.1 Site plan

The Hose Village Hall is a venue that is used for multiple cycling and running events during the calendar year and is equipped with the following areas:

The accommodation can host a wide range of functions.

- The main hall is the size of a badminton court and can seat 200 people. It has a raised stage at one end. At the other end is a huge window overlooking the playing fields and the escarpment of the Vale of Belvoir. The hall is fitted with a Public Address system and an audio loop.
- Leading off the main hall is a bar, which can be used as a separate room if desired
- The kitchen has a serving hatch into the main hall and a smaller one into the committee room. It has been modernised to commercial standards, facilities include a large gas cooking range, hot cupboard and a commercial dish washer.
- The committee room is separate from the rest of the hall and can be used to seat up to 20 people or as an additional room for changing etc.
- There are Ladies, Gentlemen and Disabled-access toilets.
- There are Disabled-access ramps to the front and side doors
- WiFi is available throughout the hall

The start area will consist of a pre holding area followed by a starting area. Competitors will be held in the pre-holding area before being allowed to progress in groups of 6 to the start area. Once in the start area, cyclists will be given a safety briefing before being allowed to start. Only cyclists following the same route will be started together.

The hall has a current fire safety certificate.

3.1.2 Access and Egress

There are two entrances to the Village Hall. One entrance will be used for the entry and exit of cars, the other entrance will be kept clear at all times for use by riders starting and finishing the event.

3.1.3 Licences

There is an entertainment licence for the Village Hall. The alcohol licence is only for the selling of alcoholic beverages after 18:00 hrs. Therefore alcohol will NOT be sold at this event.

3.1.4 Site safety rules

- There will be no moving vehicles allowed in the participant area at any time.
- All event staff will be clearly identified.
- All marshals will wear high visibility clothing to make them easily identifiable to the public / competitors.

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- All competitors will be required to wear a helmet compliant with current BSi standards with a road worthy cycle.
- Riders will be encouraged to download the What Three Words app to allow their position to be known in the event of an emergency.

3.1.5 Audience profile and capacity

The lower age limit for competing in this event as a solo rider will be 16 years of age. There will be no upper limit on age and the event will be open to all able bodied and all disabled competitors. Up to 500 competitors will be allowed at the event (capacity of the car parking area)

3.1.6 Duration

The event will start at approximately 08:00 and finish approximately 16:00. Event staff will start approximately 07:00 and finish approximately 17:00.

3.1.7 Sanitary facilities

Male, female and disabled access toilets are provided within the Hose village hall and the feed station hall buildings. No additional toilets will be provided

3.1.8 Waste management

All waste will be recycled where possible and disposed of by the committee in line with the hall requirements

3.1.9 Electrical installations and lighting

The event will take place during the hours of daylight therefore no additional lighting will be required other than that already equipped in the memorial hall. The hall is equipped with a PA system however it is not envisaged that this will be used by the event team.

3.1.10 Barriers

No barriers are required.

3.1.11 Facilities for people with disabilities

Facilities for people with disabilities have been considered in line with the Quality Act 2010 replacing the Disability Discrimination act of 1995.

Persons with disabilities are welcome to attend and support the event.

Persons with disabilities are able to enter the event provided they comply with all relevant safety checks and requirements

Personnel with sight and hearing difficulties to the extent that they would be unable to hear or see the directions of the marshals must be accompanied by a guide who is able to account for their safety during the event.

3.1.12 Structures

Tents / gazebos will be erected to provide additional shelter in the event of inclement weather conditions. These tents are capable of standing up to windy weather and will be storm-lashed as necessary.

3.1.13 Bicycle Maintenance

Bicycle maintenance checks will be available at the start of the event only.

3.2 South Witham Village Hall (feed stop)

3.2.1 Site plan

The South Witham village hall is used by a large number of local groups. The hall can hold up to 200 people and has the following areas:

- A large main hall with chairs and tables.
- Leading off the main hall is a kitchen area with cooking facilities, a fridge and dishwasher
- The kitchen has a serving hatch into the main hall
- There are Ladies, Gentlemen and Disabled-access toilets
- There is a disabled-access ramp to the front door

The hall has been inspected by the committee members and a risk assessment has been included as part of the Gran Fondo and Mezzo fondo risk assessments. The hall has a current fire safety certificate.

3.2.2 Access and Egress

There are two entrances to the Village Hall. One entrance will be used for the entry and exit of cyclists, the other entrance will be kept clear at all times. Marshals will be present to direct cyclists to the right entrance and will ensure the safe entry and release of riders.

3.2.3 Site safety rules

- There will be no moving vehicles allowed in the rider area at any time.
- All event staff will be clearly identified and will wear high visibility clothing to make them easily identifiable to the public / competitors.
- Riders with exposed cleats will be required to remove cycle shoes before entering the hall

3.2.4 Sanitary facilities

Male, female and disabled access toilets are provided within the village hall and the feed station hall buildings. No additional toilets will be provided

3.2.5 Waste management

All waste will be recycled where possible and disposed of by the committee

3.2.6 Electrical installations and lighting

The event will take place during the hours of daylight therefore no additional lighting will be required other than that already equipped in the memorial hall

3.2.7 Barriers

No barriers will be erected.

3.2.8 Structures

There is a large grass playing area with the hall which will be used for bikes and riders to congregate.

Section 4 Food and Drink

4.1 Food

Hot beverages and a range of food will be provided to the competitors at the feed stations. The feed station will provide sustenance in the form of:

- sandwiches
- cakes
- chocolate
- jellies
- bananas
- hot drinks (tea, coffee, hot chocolate)
- water

Gluten free, vegetarian and vegan options will be available.

Food after the event will be provided at Hose village hall by 'Menus 4 Venues', an external catering company who will provide all necessary food hygiene and safety certification. Gluten free, vegetarian and vegan options will be available.

An additional water stall will be available to the riders as they approach Belvoir Castle on the last leg of the ride. All waste will be taken away by the personnel manning the stall.

4.2 Water

Water will be available to the competitors at the event start and the feed stations

4.3 Alcohol

Alcohol will not be sold at the event.

Section 5 Special effects, fireworks pyrotechnics

Not applicable

Section 6 Amusements, attractions and promotional displays

Not applicable

Section 7 Communication

7.1 Event staff communication

Event communication will be mobile phones.

All event staff will be made aware of their responsibilities.

The rider safety briefing document is attached as an appendix to this document. All riders must agree to the event terms and conditions to be accepted to participate in the event through the Cycle Britain on-line entry system.

A pre-event briefing will be held before the event commences to update staff on their roles and responsibilities, to issue the event safety briefing and the list of contact numbers for all staff. Any questions regarding the safety briefing will be handled during this meeting.

ABC Events will manage any incidents during the events. ABC will be based at Hose Village Hall and will respond to any safety related incidents as appropriate

Contact details:

Position	Name	Phone
Event Director	Michelle Oldfield	07597999003
Registration supervisor	Susanna Stephenson	07779844723
Safety Officer	Philip McFerran	07597999003
Marshall supervisor	Philip McFerran	07932732357
Signage Supervisor	Andy Trevers	07964336200
Media / promotion supervisor	Andy Trevers	07964336200
South Witham Feed station supervisor	Andy Trevers	07964336200
ABC Events (First Aid)	Colin Dawson	01283 845008

7.2 Radio procedure

No radios are in operation during the event

7.3 Incident reporting

Competitors will be provided with an incident reporting phone contact number. Any incident will be reported directly to the Event Director who will manage the response and ongoing actions.

Incident reports will be completed for each incident. Please note this does not include mechanical incidents.

7.4 Communication with the public

The safety officer will manage communications with the public.

In the event of an incident, the Safety Officer will be responsible for communication with the media and or next of kin as appropriate.

Section 8 Crowd Management

8.1 Security and stewarding

Not applicable

8.2 Policing

Direct Police support is not required for this event. Emergency services will be called upon as outlined in the emergency procedures.

8.3 Lost/found children & vulnerable adults (VA)

The Lost/ found Child and VA point will be at the event registration area.

Lost Children/VA

The reporting of a lost child/vulnerable adult to the event staff will initiate the following process:

- One event person to stay with the parent guardian reporting the loss
 - Record a full description of the child/VA including Name, Age, Physical Description/ clothes wearing / last point of sighting/contact.
- One person to communicate the incident to the Safety Officer and Event Director
- Event director will initiate a site lockdown:
 - 6 event personnel, consisting of both Male and Female personnel will be briefed on the description of the lost child/VA.
 - 2 personnel will immediately be placed at the exit points to the Village Hall grounds at the following locations:
 - Car park exit
 - Village Hall main entrance/exit
 - The remaining 2 event staff along with the Event Director, the Safety Officer and the Parent/Guardian will search the village hall grounds / facilities. Toilet facilities will also be searched by a member of the appropriate sex.
- If the child/VA has not been found within 20 minutes, the Police will be called by the Event Director. The team will continue to search until directed otherwise by the Police.

Found Children/VA

A child/VA reporting to the event staff that they have lost their parent / guardian will initiate the following process:

- One event person will stay with the child/VA at all times and record details of the child/VA including name / parent or guardian name.
- The parent / guardian will then be informed of a found child /VA and requested to give a full description of the child/VA before reuniting.
- Once reuniting, a photograph will be taken of the child/VA with the parent guardian (deleted within 24 hours from all sources including cloud based storage)

8.4 Lost property

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The event management staff will make every effort to return lost and found property to the rightful owners but in no way can we accept any responsibility for the loss, theft or damage of any personal property of the participants, event staff or officials.

Any person finding a lost item should hand it in at the event registration area.

If not claimed on the day, the item will be advertised on our website and via our social media outlets. In the event that the item is not claimed after 1 month, the item will be disposed/recycled.

Section 9 Traffic management

A traffic management plan is provided.

9.1 Parking

Parking is available for competitors at the field behind the village hall. The car parking area will be managed to ensure appropriate parking in allocated areas. The car parking area can hold in excess of 400 vehicles. The car park will be managed throughout the duration of the event including the exit of cars from the car park.

9.2 Road closures

There are no road closures

9.3 Signage

Approximately 2 days before the event, the route markers and safety signs will be placed.

Event staff will drive the routes not more than 24 hours prior to the event to ensure all safety and directional signs remain in place, are in the correct orientation and the routes remain clear of obstructions / hazards. Any hazard not already identified within the risk assessment will be managed either through additional signage or the placement of a marshal at that area during the event.

The highways agency will be informed of the event routes to ensure no road works or road closures are planned for the identified routes during the time. Route directional arrows will be used during the event as follows.

Grand Fondo and Mezzo Fondo

- Black arrow on yellow background with Velo Belvoir logo

Piccolo Fondo

- Blue arrow on white background with Velo Belvoir logo

Section 10 Health and Safety

10.1 Risk Assessment

Risk assessments associated with this event (see section 12)

- Gran Fondo - Risk Assessment of the route and feed stations
- Mezzo Fondo - Risk Assessment of the route and feed station
- Piccolo Fondo - Risk Assessment of the route

10.2 First Aid

'ABC Events Training' will be providing first aid cover on the day of the event.

In the event of an emergency situation (e.g. road traffic collision) the Event Director / Safety Officer will immediately inform the ABC Events first aid team and call the emergency services on 999.

A First Aid facility will be positioned at the Hose Village Hall

10.3 Noise and vibration

Not applicable

10.4 Adverse weather

Contingency for extremes:

Hot Weather

Water will be available to competitors at the start and finish areas and at the feed stations.

Wet weather

South Witham village hall has a large internal space in case of inclement weather conditions

South Witham village hall has a large internal space in case of inclement weather conditions

Fog, Snow and Ice

Fog, snow and ice could potentially make the roads unsafe for cycling or unsafe for marshals / emergency vehicles accessing the route. As the event is being held in May, it is unlikely to be of concern

The decision to cancel the event will reside with the committee and the Event Director in the event of conflicting views. The decision of the Event Director is final.

All competitors/event personnel will be notified of the cancellation via email. Information regarding the cancellation will be placed on the event website, the facebook account and the X and Instagram accounts.

Section 11 Major incident planning

11.1 Emergency co-ordination team

In event of an Emergency the Event Director and the Safety officer will liaise with the relevant parties and emergency services attending site.

11.2 Emergency vehicle access

Emergency vehicle access is via the main car park entrance to the hall. The site layout allows for full vehicular access to all areas of the site. The main car park entrance will be kept clear of vehicles to ensure safe access at all times.

11.3 Emergency procedures

- Emergency Evacuation
 - Announcements can be made from the hall
 - The vehicle gates from the car parks will be opened and manned
 - Event staff will escort people off site
 - The Event Director plus delegated personnel will sweep the site to ensure it is clear, taking guidance from emergency services when appropriate.
- Fire
 - The Event Director to notify the Fire Services on 999
 - Appropriate Fire extinguishing equipment is around the site
 - Event staff will escort people off site
 - The Event Director plus delegated personnel will sweep the site to ensure it is clear, taking guidance from emergency services when appropriate.
- Bomb/Suspect Package
 - The Event Director will call 999
 - Event staff will escort people off site
 - The Event Director plus delegated personnel will sweep the site to ensure it is clear, taking guidance from emergency services when appropriate.
- Medical emergency
 - ABC Events (first aid supplier) are on site
 - The Event Director will co-ordinate and contact family on site
 - ABC Events / the events director will call 999
- Major structure emergency
 - The Event Director will call 999
 - Event staff will escort people off site
 - The Event Director s delegated personnel will sweep the site to ensure it is clear, taking guidance from emergency services when appropriate
- Overcrowding

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- Due to the size of the site and the limit on the number of competitors to the event we cannot foresee overcrowding in general being an issue.
- Should an individual marquee or area become crowded, stewards will ask people to leave the area/marquee until safe levels achieved, stopping entertainment if required
- Anti-social behaviour
 - Event staff will monitor and call for other event organisers as applicable to talk to the people involved.
 - IT IS ESSENTIAL THAT AN INCIDENT IS NOT APPROACHED BY A SINGLE INDIVIDUAL AND HELP IS CALLED FOR.
 - If required, the people will be asked to leave the site.
 - If ASB escalates the Police will be called.
- Lost child/Found child/Vulnerable Adult
 - See section 8.3

12. Appendices

- Gran Fondo risk assessment
- Mezzo Fondo risk assessment
- Piccolo Fondo risk assessment
- Traffic management plan
- Marshal safety briefing
- Manual Handling event signage placement
- Waste Management
- Rider safety briefing
- Velo Belvoir rider info
- Velo Belvoir routes in pdf form
- Gran Fondo route gpx file
- Mezzo Fondo route gpx file
- Piccolo Fondo route gpx file