

Club Rides Generic Risk Assessment

Richmond Cycling Club

Introduction

The Risk Assessment is to protect both cyclists and the local community. Risk Assessment helps us to focus our minds on these risks and help to reduce them. It is not expected to eliminate all risk, but we are required to protect people as far as is “reasonably practicable”.

What is Risk Assessment?

HAZARD = something with the potential to cause harm

RISK = the chance, great or small, of coming into contact with that hazard, and the severity of the consequences that hazard .

This Risk Assessment is a reasonable assessment of what presents a hazard to cyclists and others and then what can be done to reduce / eliminate that risk (called control measures). Once the control measures have been implemented you are then left with the residual acceptable risk (or the risk could be completely eliminated). The Risk Assessment is then be reviewed annually to assess whether the existing control measures are working, or any new hazards identified.

Duties of Care

For example:

- If you are a Committee Member, you must implement, discharge, communicate and review safety policy, risk assessments, training requirements etc.
- If you are a Ride Leader, you have agreed to lead a ride and you must take reasonable measures to see that the ride is as safe as it can be.
- All Riders, most importantly all individual Members of the club have a duty of care not only to themselves but to members of the public and to the persons with whom they are riding. The duty of care requires you to ride in a safe manner, well prepared and to

ensure that any acts and/or omissions do not give rise to a foreseeable risk of injury to any other person.

Please read and make yourself familiar with the contents of this document including understanding your role as a club rider.

If you have any questions/comments/ideas do not hesitate to contact a member of the committee.

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| <p>All riders are reminded that they are responsible for their own safety; individuals take part in any group activities at their own risk. We strongly urge all riders to obtain appropriate 3rd party insurance as a minimum. It should be noted that no liability shall be attached to Richmond Cycling Club, its officials and members for any injury, loss or damage suffered. Each club ride should have a designated ride leader(s) before heading out.</p> | |
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| <p>Completed by: Dean McQue Date Completed: 14/03/23 Next Review Date: 14/03/24</p> | |

| Hazard | Who is at risk | L e v e l (H / M / L) | Control Measures Recommended | R e s i d u a l R i s k (H/ M / L) | | | |
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| Equipment related, accidents | Rider | H | <ul style="list-style-type: none"> • Cycles must be maintained, legal and roadworthy. Riders to carry out pre-ride checks, brakes, frame, steering, pedals/ cleats, wheels & tyres Tri-bars are not permitted on Club rides | L | | Rider |
| Equipment Breakdown Stranded | Rider & Public | M | <ul style="list-style-type: none"> • It is suggested that each rider carry minimum tool kit comprising: Method of inflating tyre/inner tube At least one inner tube.Two/Three tyre levers Multi Tool with Chain tool and spare links. Charged mobile phone and money/cash card. | L | | Rider |
| Visibility to road users, Rider comfort and safety | Rider | M | <ul style="list-style-type: none"> • Riders to assess weather and dress appropriately • Waterproof jacket/gilet/ etc to be carried when needed • Recommended high visibility clothing/jacket be worn • Riders encouraged to fit and use cycle lights on their bikes to enhance visibility • The wearing of EN1078 certified cycle helmets is mandatory to participate on club rides. • Riders without suitable clothing may be advised not participate in the planned ride • Recommend the wearing of eye protection • Mudguards are recommended during the winter months or wet roads • If riding at night or during periods of reduced visibility ensure both front and rear lights have sufficient battery life for the ride and conform to BS6102/3 or equivalent standard. | L | Met Office weather forecast | Rider |

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| Communication, Stranded rider | Rider | M | <ul style="list-style-type: none"> • Mobile phone or money for public phone to be carried • Riders to have ICE numbers either in the phone or on person/visible or in rear jersey pocket • Riders to be familiar with route and be aware of their location at all times. • Riders are encouraged to download What3Words App which will enable emergency services to identify precise location of the rider in the event of an incident. | L | Route details brief at start or via social media in advance | Ride Leader Rider |
| Insufficient Food/Drink | Rider | M | <ul style="list-style-type: none"> • Familiarise yourself with distance of ride prior to riding • Riders responsibility to ensure they carry enough food/drink/energy gels for duration of ride • Carry money to purchase food/drink | L | Briefing, giving length of ride distance and any stops | Rider and Ride Leader |
| Ill health during ride | Rider | M | <ul style="list-style-type: none"> • Riders to ensure they are aware of the distance/pace of the ride and have a sufficient level of fitness to complete ride • Do not start any ride if you feeling unwell or you are not able to complete it. • Ensure any specific medication is taken on rides or any other first aid deemed necessary. • If during the ride you feel unwell, inform the ride Leader immediately | L | | Rider |

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| <p>Interaction with other road users; risk of collision with other road users</p> | <p>Riders and Public</p> | <p>H</p> | <ul style="list-style-type: none"> • Riders will comply with the Road Traffic Act and follow the Highway code at ALL times • Riders will obey all traffic signals and signs • Riders to have awareness that some road users may be hostile towards cyclists and to be prepared to ride defensively so as not provoke any hostile activity towards the group. • Group to be split at ride Leader discretion into smaller groups where that is considered safer. • Groups may be split according to ability and speed. • Any new riders should identify themselves to the Ride Leader and consideration should be given to allocating a ‘ride buddy’ • Riders MUST be familiar with the Highway Code (Rules 59 to 82) and particular advice on where/when to ride two abreast or single file (rule 66). • Always follow any instruction given by Ride Leader • On narrow or country lanes rear riders should alert the group to traffic queuing behind and, where road layout and conditions allow, the group to ride in single file or split into smaller groups to allow traffic to safely overtake the group. <p>Riders should avoid signalling to</p> | <p>L</p> | <p>Ride Leader(s) should be nominated prior to each Club Ride</p> | <p>Rider and Ride Leader</p> |
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| Poor Weather | Rider | M | <ul style="list-style-type: none"> • Ride Leader and riders to review weather conditions prior to and during ride. Ice on the roads should be brought to the attention of all riders immediately. • Rides may be cancelled last minute if there is concern over weather conditions. Riders should check club media for any cancellation of preplanned rides • If weather conditions change, the group should pause to allow riders to put on/remove garments. • Routes may be deviated from if weather conditions deteriorate in order to ensure the safety of all riders. | L | Consideration is given to adverse weather conditions and cancellation of rides. | Ride Leader and riders |
| Communication | Rider | M | <ul style="list-style-type: none"> • Ride Leader to undertake a pre-ride briefing for all riders to cover; • An overview of the route, any stops, likely duration and distance • Any known route hazards, diversions or other considerations • Any known issue relevant to the weather (wind/frost/ice) • Check for presence of new members or guests | L | | Ride Leader |

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| <p>Collision/ Accident: Between riders due to carriageway defects / layout or rider behaviour</p> | <p>Rider</p> | <p>M</p> | <ul style="list-style-type: none"> • Ride smoothly and consistently, be aware of those around you and avoid braking or deviating ride line without warning other riders • Concentrate at all times and anticipate changing road conditions • When riding in pairs, riders to follow directly behind the riders in front. • When avoiding road hazards, riders should be aware that their actions impact on other riders and other road users. Hazards may include potholes, manhole covers, wet road markings, road debris, loose gravel, mud and hedge cuttings etc. • Front riders to warn the following riders in the group of any identified hazards in advance using appropriate hand signals and/or audible commands and deviate the riding line to avoid. • Do not let your front wheel overlap that of the rear wheel of the bike in front. • When riding two abreast maintain an even pace and do not speed up when another rider draws level. • All new riders to have safe level of competency riding in a group, are encouraged to watch the British Cycling video on group riding- link provided on Club Facebook page to this tutorial video. • Riders to be warned of hazards such as steep descents by the ride leader. | <p>L</p> | <p>Pre ride briefing to be undertaken New/ inexperienced riders to be identified</p> | <p>Ride Leader Riders New Riders</p> |
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| Collision Accident: with other road users | Riders and Public | H | <ul style="list-style-type: none"> • .Where a very busy road has to be crossed- the group should wait for all riders to reassemble after crossing so that no rider feels under pressure to cross the main road when there is approaching traffic. • Riders will comply with the Road Traffic Act and follow the Highway code at ALL times • Riders will obey all traffic signals and signs • Any rider persistently breaching the rules of the Highway code or Road Traffic Act will be asked to leave the group. • At times of poor visibility, wear bright clothing and if necessary use cycle lights • All riders to continually assess traffic conditions, driver behaviour and carry out Dynamic Risk Assessment. • Riders to warn of approaching vehicles using known calls | M | All accidents to be reported as per the Road Traffic Act and to the committee. An accident report submitted detailing the circumstances. Report all near misses | Riders, Ride Leader |
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| Accident: Falling off | Rider | M | <ul style="list-style-type: none"> • Pay close attention to the road surface at all times and dynamically risk-assess any changes identified. • Only ride at a speed at which you are competent/confident particularly on descents. Groups encouraged to regroup and wait for riders so that riders do not feel compelled to descend faster than they feel comfortable. | L | <p>Should a ride set off and there be a risk of ice then there should be a continual dynamic risk assessment of the conditions. Consideration should be given to;</p> <ul style="list-style-type: none"> a) Call ride off b) change the route c) Stick to main roads if they are clear of ice. | RidersR ide Leader |
| 3rd Party Claim Arising From Accident / Mishap | Rider public | L | <ul style="list-style-type: none"> • Richmond Cycling Club strongly recommend that all of its members are covered for 3rd party claims via an appropriate insurance policy e.g. British Cycling Individual Membership/ | L | – | Rider |
| Theft of cycle | Rider | M | <ul style="list-style-type: none"> • Ensure that your bike is within sight during stops and safely secured. • Ensure that you have adequate insurance cover in place covering the loss of your bike | L | <p>If a theft does occur report to the police.</p> | Rider |

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| Accident caused while stopped at roadside | Riders and Public | M | <ul style="list-style-type: none"> • Always choose a safe place to stop as a group, and in particular avoid road junctions, bends and other physical road hazards. • Warn riders before stopping, and keep the carriageway clear. • In the event of punctures, breakdowns etc. leave the roadway if possible, or ride leader to instruct the group to continue to a safe waiting place. • Assess the problem and decide whether to hold up the ride or leave the affected rider with helpers and details of the route to the next stop. • If unsure of the route, stop well before junction to consult map or ride leader. • If necessary wait to regroup riders beyond the junction. | L | | Rider Ride Leader |
| Accident while Passing horse | Riders Horse rider | M | <ul style="list-style-type: none"> • On approach to a ridden horse, the front rider should warn the horse and horse rider by verbal communication. All riders to pass slowly with caution so not to frighten the horse. | L | | Rider |
| Accident on Cycle path | Rider and Public | M | <ul style="list-style-type: none"> • Speed should be reduced on cycle paths. • Be aware of debris, litter and loose surfaces. • When approaching other users, reduce speed and give a warning to warn of your presence. • Dog or pet walkers may need extra time to control or distract their animal so give extra time for warning. • Warn pedestrians well in advance | L | | Rider Ride Leader |

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| <p>Accident on the carriageway: injured rider</p> | <p>Rider</p> | <p>M</p> | <ul style="list-style-type: none"> • The group should be moved to a safe position off the road. • If necessary, take reasonable measures to control and warn oncoming traffic • Administer first aid, if needed riders are encouraged to gain first aid qualification and download 1st Aid Apps to their mobile phones to assist in the delivery of appropriate first aid. Any rider with first aid qualification to identify themselves and assist the casualty. • Any rider suffering a head injury or displaying signs of concussion/head injury is advised not to continue the ride and enquiries should be made to have them collected from the scene. • Call Emergency services for assistance if required • If an injured cyclist is unable to continue, at least one of the group must stay with that person until assistance arrives. • Ride leader to assist any casualty in filling in an accident report form. Any injury accident must be reported to the police • RCC Committee members must be informed after the event and as soon as practical. | <p>L</p> | | <p>Riders Ride Leader</p> |
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| Continuous Improvement | | L | <ul style="list-style-type: none"> • Riders are encouraged to raise any issues or concerns during or following each ride and just as important, to highlight things that have gone well. • In addition, any accidents, near misses and anything else of note must be brought to the attention of the Ride Leader. | L | Report to the committee any matters arising from the ride | Riders Ride Leader |
| Rider fatigue leading to potential injury or illness | | M | <ul style="list-style-type: none"> • Riders to assess their own ability and ride in the appropriate group • Riders to consider leaving the group to take a shorter route if becoming fatigued during a ride, Other riders with local knowledge to be consulted. • Riders to avoid half wheeling as this is a known cause of speed increase which can lead to unnecessary fatigue • If the groups speed increases and riders are getting dropped then riders shouldn't be afraid to ask the group to slow down.. • At the top of ascents riders to consider stopping and regrouping to avoid riders falling behind or over exerting themselves to keep up with riders. | L | | Riders Ride leader |

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| Junior Riders | M | <ul style="list-style-type: none"> • Riders aged between 12 and 17 need to make sure they make ride Leaders aware of age and that they are competent rider equivalent to Level two Bikeability Training standards and have signed parental consent form and read RCC Policy • When available a "responsible rider" who has undertaken suitable safeguarding training and DBS checks will take responsibility for any junior rider who suffers an injury or mechanical breakdown to ensure they receive appropriate support and assistance. • If required the "responsible rider" will notify the parents of the junior rider of any incident which occurs. • If a junior rider suffers injuries which require hospital treatment, the "responsible rider" will notify the emergency services and will wait with the injured rider until arrival of the emergency services, when the injured rider will be handed over to the care of the police or ambulance staff. • If the rider goes to hospital, the "responsible rider" will attempt to notify parents of which hospital the rider has been taken to. • If the junior rider is taken to hospital then the riders cycle will given to the police for safe retention until the rider can collect it. If the police cannot take the cycle then attempts will be made to find a secure place in which to leave the cycle- this might be a nearby premises and will only be done with permission of the property owner. It is the "responsible riders" responsibility to notify parents of where any of the junior riders property has been | L | Parent to ensure Ride Leader assigns youth to an experienced rider to ensure they accompany the Youth and ensure consent is been provided. | ParentRider and Ride Leader |
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