

Generic Risk Assessment for Road Cycling Club Rides – Created November 2019

**LTC Risk Assessment Introduction.**

A Risk Assessment is an important step in **protecting both our members and our Club as a whole**. Every time we ride our bikes we are exposing ourselves to various risks and the Risk Assessment helps us to focus our minds on these risks and hopefully help to reduce them. As previously stated, the club is required to have in place a Risk Assessment in order to manage and hopefully reduce or even eliminate the risks. It is not expected that the club eliminates 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. This Risk Assessment is an examination of what, in our sport, presents a hazard and could cause harm to people. Once a hazard has been identified it is then a matter of assessing what the risk is in relation to that hazard. A grid system is then used to combine the two and give a graded level of risk LOW, MEDIUM, HIGH. When that has been done the next stage is to think of ways to reduce / eliminate that risk. These are the control measures. Once the control measures have been implemented you are then left with the residual risk (or the risk could have been completely eliminated). The Risk Assessment can then be reviewed on a regular basis to assess a number of things e.g. are the existing control measures working, have any new hazards been identified, have any existing hazards been eliminated.

**Duty of Care**

The LTC committee and Cycling Captain have taken the responsibility of preparing this Risk Assessment and making it accessible to 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. i.e. The duty of care requires you to consider the consequences of your acts and omissions and to ensure that those acts and/or omissions do not give rise to a foreseeable risk of injury to any other person.

LTC cycle rides cater for a wide range of abilities hence following a group meet we often break up into smaller groups which cover different distances, routes and speeds. Hence the Cycling Captain cannot accept responsibility to lead all the groups. During these rides there may be defacto group leaders based on experience and local knowledge who can provide guidance to less experienced riders. However, it must be stressed that all riders have a responsibility to be familiar with cycling signals, protocols and the Highway code. These are included as attachments in this Risk Assessment.

***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 the LTC (including its officials and members) for any injury, loss or damage suffered.***

***Public Liability insurance is available for circa 26£/year see*** [***www.britishtriathlon.org/join/essential***](https://www.britishtriathlon.org/join/essential)

Please read on and make yourself familiar with the contents of this document. If you have any questions/comments/ideas do not hesitate to contact a member of the committee or a nominated club official.

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| **Risk Assessment:** Club Road Rides  | **Location:** All LTC Road Ride Routes |
| **Completed by:** Moz Malpiedi**Date Completed:** Nov 2019 **Reviewed** October 2020**Next Review Date:** Nov 2021**Signed off (date):** LTC Committee (1/11/2019)  | **Other relevant Risk Assessments:** NONE  |

**Responsibilities for discharging the control measures for the following risks are 1) Cycling Captain 2) defacto Group Leaders and 3) Individual Riders**

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| **Phase** | **Hazard** | **Level of Risk** | **Action - based on guidance from British Triathlon** |
| **Pre-RIDE** | **Covid-19** | Medium (in the New Forest) | * No gatherings greater than 6 people before and after rides.
* Maintain a safe distance between cyclists due to potential transmission by aerosols (guidance has varied over time, but 1-2 m is suggested). Note: wider spacing creates a safety risk associated with traffic trying to pass long lines of cyclists
* Log of attendees (or photo) to facilitate contact tracing
* If you feel unwell after attending a session please contact the club to facilitate contact tracing
* Regular use of hand sanitiser before/after contact with people or equipment – everyone to bring their own bottle. However, try to avoid any contact with others/equipment.
* Individual athletes to carry out a self-assessment before attending session – do NOT attend if feeling unwell or have been in contact with someone who has been potentially infected
* In the event of an accident where first aid is required, try to avoid physical contact with the casualty and use a mask/gloves. If CPR is required limit it to chest pumps and avoid mouth to mouth resuscitation
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| Phase | Hazard | Subject | Risk | Control Measure | Residual Risk | Further action and recommendations |
| 1. PRE­RIDE  | Equipment: Breakdown, stranded  | Rider  | L  | * It is suggested that each rider to carry minimum tool kit comprising;
* Method of tyre inflation
* At least one spare inner tube  (recommended two)
* Two/three tyre levers
* Multi­tool including Allen keys
* Chain splitter
* Mobile phone / money for phone
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| 2. PRE­RIDE  | Equipment: Condition, accident  | Rider and Public  | M  | * Cycles must be legal and roadworthy
* Riders to inspect their cycle prior to each ride paying particular attention to brakes, frame, steering, pedals / cleats, wheels and tyres.
* Riders to ensure your cycle is regularly serviced / maintained by a competent mechanic.
* Tri­bars must not be used in groups on club rides
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| 3. PRE­RIDE  | Equipment: Clothing – visibility, comfort and safety  | Rider  | M  | * Riders to assess weather conditions and dress / prepare appropriately
* Recommend high visibility clothing / jackets
* Riders to wear approved safety helmets – no helmet, no ride!
* Recommend the wearing of suitable eye protection
* Mudguards are recommended during the winter months
* Carry mobile phone and ICE details (loading What3Words App is recommended
* Recommend wearing an ID bracelet and
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| 5. PRE­RIDE  | Equipment: Food / Drink  | Rider  | L  | * Riders have responsibility for ensuring that they carry sufficient food / drink / energy gels for duration of ride
* Carry money to purchase food / drink
 | No Risk | Pre-ride discussion covering potential routes  |
| 6. PRE­RIDE  | Preparation: Health  | Rider  | M  | * Riders to ensure they are aware of the distance / pace of the ride to be undertaken and are of a sufficient level of fitness to complete the ride
* Do not start any ride if you are feeling unwell or do not think you are able to complete it
* If during a ride you become unwell, inform the road captain or group leader immediately.
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| 7. PRE­RIDE  | Group Size / Rider Experience: accident, traffic problems  | Rider and Public  | L  | * Large groups of cyclists pose a hazard due to difficulty in overtaking by other road users, so it is important to split into smaller groups ideally less than 5 – leaving a suitable gap between each group
* Any riders new to a club ride should identify themselves to the cycling captain and consideration should be given to allocating a buddy.
* Be familiar with the Highway Code (Rules 59 to 82) and in particular advice on where/when to ride two abreast or single file (Rule 66). Always follow any instruction given by the Road Captain or group leader
 | L | Experienced riders need to lead by example and advise other riders to comply with road safety guidance.  |
| 8. PRE­RIDE  | New / Guest Riders  | Rider and Public  | M  | * Any guest / new rider must introduce him / herself to the Road Captain (also see point 7)
* New members should contact the club in advance (details on the website)
* Guest / new rider must be conversant with this risk assessment and acknowledge this document before becoming a member.
 | L | Consider inviting a competent rider to ride with guest rider to teach ride / club protocol during the ride  |
| 9. PRE­RIDE  | Communication  | Rider  | M  | * Road Captain to undertake a pre ride briefing for all riders to cover;
* An overview of the route, any café stops, likely duration and distance
* Any known route hazards, diversions or other considerations
* Any issue relevant to the weather (in particular wind, frost and ice).
* A reminder of the standard hand signals and calls used within the group
* Check of presence of new members or guests
* Reminder to stay in small groups
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| 10. RIDE  | Collision / Accident: each other  | Rider  | M  | * Ensure cycle is properly maintained (see also point 2)
* All riders to be conversant with group ride calls, hand signals and warnings and ensure that these calls are passed along the line
* Ride smoothly and consistently, be aware of those around you and do not brake without warning
* Concentrate at all times and anticipate changing road conditions
* When negotiating unforeseen road conditions (such as potholes) riders should be aware that their actions impact on others
* Ride slightly behind and to one side of the wheel in front and with sufficient safe gap if not confident/competent to ride immediately behind the wheel in front.
* Do not let your front wheel overlap that of the rear wheel of the bike in front
 | L | Pre ride briefing to be undertaken (point 9 above). New/ inexperienced riders to be identified and given ride buddy (experienced rider) where possible. Regularly issue guidance regarding cycling calls and warnings via club social media postings |
| 11. RIDE  | Collision / Accident:motor vehicle, other road users  | Rider and Public  | H  | * Riders will conform to the Road Traffic Act and follow the advice of the Highway Code at ALL times.
* Riders will obey all traffic signals and signs.
* At times of poor visibility, wear bright clothing and if necessary, use cycle lights.
* All riders to continually assess traffic conditions, driver attitudes and carry out dynamic risk assessments. e.g. get off and walk / use a pedestrian crossing if you have to cross a major road.
* Should the need to stop arise e.g. through puncture, breakdown etc. then a place must be found sufficiently off the road to allow safe passage of traffic.
* Consider using person(s) at strategic points to warn oncoming traffic of any obstruction.
* Riders to warn of approaching vehicles using known calls (“car back” “car up”)
 | M | All accidents to be reported as per the Road Traffic Act and to the Committee. An accident report submitted detailing the circumstance Report all near misses so they can be shared before club rides  |

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| 12. RIDE  | Medical incidentDehydration, Heat stroke, Hyperthermia, Fibrillation  | Rider  | M  | * Each rider needs to self-assess if they are fit enough to join a club ride and inform the cycling captain (or buddy) of any limitations
* Riders need to carry their own medication and inform others if their assistance may be required i.e. EpiPen or Insulin
* Each rider to ensure they have enough water in their bidon. If anyone runs out, they should ask a fellow rider or arrange for a stop to fill up.
* No one should feel embarrassed to stop and ask for help if they feel unwell
 | M | It is recommended that all riders have the following apps on their mobile phones: * **First Aid** (what to do…)
* **What3Words** (for location)
* **Save a Life** (defibrillator locator)
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| 13. RIDE  | Accident:Falling off the bike | Rider  | M  | * Pay close attention to the road surface in front of you at all times, being alert for potholes, broken tarmac sections, raised covers, cattle grids, and stray objects.
* Dynamically risk assess any changes identified, e.g. consider dismounting to cross a ford.
* Be aware of the calls / warnings in relation to changes in surface such as potholes and use / pay attention to these warnings.
* Note, when going downhill the lead rider may be unable to point out hazards (due to speed and or bumps on the road) so each rider should maintain a good view of the road ahead is important.
* Greater vigilance is required when following a rider, riding into the sun or in poor visibility.
* Only ride at a speed at which you are competent / confident particularly on descents. If you are leading a group, try to look ahead as much as possible to provide early warning.
* Ice on the roads should be brought to the attention of the group immediately
* Beware during windy conditions, cross winds from breaks in hedges/buildings can cause sudden, involuntary, movements of the bike
 | L | Familiarity with and frequent use of recognised hand signals and audible warnings for road hazards ahead. Lead riders to signal where practicable.Consideration is given to cancelling club ride if the roads are icy or prevalence of high winds and publicise via website and social media. Should a club 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; a) Whether to call ride offb) Changing the routec) Sticking to main roads if they are clear of ice.  |
| 14. RIDE  | Stopping  | Rider and Public  | M  | * 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. clear the carriageway if possible, or group 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(s).
* If unsure of the route, stop well before junction to consult map. Check for presence of back marker at junctions. If necessary wait for slower riders beyond the junction.
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| 15. RIDE  | Passing horses and animals | Rider and Public  | M  | * On approach to a ridden horse, the lead rider should warn the horse and horse rider by verbal communication that a cyclist present and behind. Thereafter proceed and pass by slowly.
* Heed any advice given by horse rider. (Horses can be spooked by bikes it is essential that the horse hears the human voice before it sees the bike.
* Beware of New Forest ponies, pigs and deer – all can act in an unpredictable manner
 | L  | Use of a bell is recommended |

Based (with thanks) on version by Sitwell Cycling Club

**Supporting attachments:**

1. Cycling Hand Signals
2. Highway code for cyclists

**Cycling Hand Signals**

Stay safe when group cycling on the roads by using these five important hand signals, kindly provided by British Cycling. Note, audible warnings are also important.



**1 STOP**

Hand straight up in air and shout STOP. Group is stopping for a junction, puncture or because there is an obstruction in the road.

**2 SLOW**

Shout SLOWING and move one hand as if gently patting an invisible dog. Group is slowing down or just easing things back a bit.

**3 OBSTRUCTION**

Waving/pointing behind back indicates that there is an obstruction such as a parked car or pedestrian and that the whole group needs to move in the direction indicated to avoid it.

**4 TURN**

Left or right hand extended out to side. Direction of turn/change in direction coming up.

**5 BELOW**

Pointing down at road sometimes with a circling motion to obstruction on road such as a pothole or drain cover that needs to be avoided. Be sensible with this one and only point out major obstacles. This signal is often accompanied with a call of “below”.

**THE HIGHWAY CODE**

**You can find a full version of the Highway Code here:**<https://www.gov.uk/guidance/the-highway-code>

**RULES (59 TO 82) FOR CYCLISTS**

**You should:**

* Never ride more than two abreast, and ride in single file on narrow or busy roads and when riding round bends
* Not ride close behind another vehicle
* Be considerate of other road users
* Look well ahead for obstructions in the road, so that you do not have to swerve suddenly to avoid them
* Take care when overtaking

You **MUST NOT:**

* Ride in a dangerous, careless or inconsiderate manner

You **MUST** obey all traffic signs and traffic light signals

**Before overtaking** you should make sure:

* The road is sufficiently clear ahead
* Road users are not beginning to overtake you
* There is a suitable gap in front of the road user you plan to overtake.

**Animals.**When passing animals, always go by slowly. Give them plenty of room and be ready to stop.

**Horse riders and horse-drawn vehicles.** Be particularly careful of horse riders and horse-drawn vehicles especially when overtaking. Always wait until it is safe to do so and pass wide and slowly on their outside. Look out for horse riders’ and horse drivers’ signals and heed a request to slow down or stop. Take great care and treat all horses as a potential hazard; they can be unpredictable, despite the efforts of their rider/driver.

**Double white lines where the line nearest you is solid.** This means you **MUST NOT** cross or straddle it unless it is safe and you need to enter adjoining premises or a side road. You may cross the line if necessary, provided the road is clear, to pass a stationary vehicle, or overtake a pedal cycle, horse or road maintenance vehicle, if they are travelling at 10 mph (16 km/h) or less.