

Group Rides - Risk Assessment

Introduction

Cheltenham & County Cycling Club (C&CCC) organise club rides to suit the varying abilities and experience of its members. C&CCC wants all participants on its rides to have an enjoyable experience. C&CCC's website provides guidance for its Members and Ride Leaders - "Ride Etiquette" and "Ride Leaders" which in turn helps deliver safe and enjoyable riding. The C&CCC website is therefore an essential read for members and should be the first information sought and followed for safety.

As C&CCC members we must look out for one another and share information about bike and riding safety in an informal, supportive and polite way, often discussed during social bike rides. What is set out in this document is a written record of our assessment of safety and risks and the actions we take to reduce and manage these risks. Many of the things we will already do and are what might be considered as common sense. Nonetheless there may be information that is new and helpful to members. Importantly, in order to comply with the requirements of the club's insurance all of these things have to be formalised into this Risk Assessment document. This will help towards protecting both our members and C&CCC as a whole. Cycle rides always have an element of risk and these may be higher than many other activities in normal life, however C&CCC seeks to protect members and the public from injury or loss as far as is reasonably practicable.

The assessment is specific to C&CCC, and does not include activities such as learning the basics of riding a bike, or instruction in the highway code. C&CCC members and guest riders are expected to be experienced riders. Inexperienced rider's risks resulting from, for instance, using cleats and gears, are not considered. A number of the risks in this risk assessment are managed through ride planning inc' weather assessments by the relevant **Discipline Captains**. Some risks are managed through controls exercised by the **Ride Leader**. The majority of the risks are managed by actions to be taken by individual participant **Riders** who should recognise that they have a duty of care to themselves and to others in the group. Whilst C&CCC group rides will have a Ride Leader, the emphasis for safety is necessarily on individual riders.

HAZARD = something with the potential to cause harm

RISK = the chance, great or small, of coming into contact with that hazard

The Risk Assessment uses a High, Medium, Low indicator method. It's a careful examination of what in our club ride activities presents a hazard and could cause harm to people. It then identifies ways to reduce and manage these risks. These are the control measures to be implemented by all riders on a club run. This Risk Assessment is generic, that is, it is suitable for all non-competitive C&CCC club rides. As the severity of a hazard cannot be reduced the control measures seek to reduce the likelihood of the hazard occurring (**RISK**).

S = Severity	L= Likelihood	Risk R = S x L
1 = Low: None or minor first aid injury	1 = Low: Seldom or never likely to happen	1, 2 or 3 = Low. Risk is controlled as far as reasonably practicable by most riders and leaders following most guidelines
2 = Medium: Outpatient treatment injury	2 = Medium: Reasonably likely to happen	4 = Medium. Risk is controlled by all riders and leader following all guidelines.
3 = High: Hospitalisation or fatal injury	3 = High: Extremely likely to happen	6 & 9 = High. <i>Do not start the ride! Further actions are required to reduce the risk to medium or low</i>

HAZARDS, RISKS, CONTROL MEASURES, RESIDUAL RISK

Hazard/ possible cause	Initial Severity	Initial Likelihood	Initial risk	Control Measures to manage risk	Person Responsible	Residual Severity	Residual Likelihood	Residual risk
Medically vulnerable rider made ill through transmission	Medium	Low	Low	Riders requested not to join rides if unwell and illness is transmissible.	Rider	Medium	Low	Low
				Strong hand hygiene to be practiced	Rider			
				Riders must practice good respiratory hygiene (ie coughing/sneezing into a tissue or the crook of an elbow)	Rider			
Collision with other rider in group	High	Medium	High	Follow the rules set out in the Ride Etiquette document on the C&CCC website for group riding, which are in brief summary: • 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 right of way conditions (such as potholes) riders should be aware that their actions impact on others • Ride slightly 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 • Allow more space when descending, on wet and slippery surfaces, in heavy traffic and with less experienced riders. On climbs, measure your effort to avoid hitting the wheel in front, particularly on e-bikes. • Ensure cycle is properly maintained	Rider	Medium	Medium	Medium
				Group sizes are limited to minimise inconvenience to other road users and to enable good communication up and down the group. We aim for group sizes of 6-10, and will look to split groups accordingly. Introductory rides will have at least 2 adults present if U18s are riding.	Ride Leader			

Hazard/ possible cause	Initial Severity	Initial Likelihood	Initial risk	Control Measures to manage risk	Person Responsible	Residual Severity	Residual Likelihood	Residual risk
Collision with motor vehicle / other cyclist/ other right of way users	High	Medium	High	Routes are planned, where possible, to avoid known hazardous rights of way, busy roundabouts, blind bends and summits, narrow lanes and avoiding dates of special events and road works. Potholes etc are inevitable!	Discipline Captains	High	Low	Low
				All riders must follow the Highway Code at all times including obeying traffic signals and signs.	Rider			
				If poor visibility expected, wear bright clothing and use cycle lights.	Rider			
				All riders to continually assess traffic conditions, driver attitudes and take appropriate safety action such as getting off and walking; using a pedestrian crossing to cross a major road.	Rider			
				On narrower roads and on approach to blind bends, reduce to single file and consider space to the wheel in front, ensuring that you are able to stop safely in case of oncoming traffic.	Ride Leader & Rider			
				Should the need to stop arise e.g. through puncture, then a place must be found sufficiently off the right of way for group to wait safely and the bike be attended to. Consider using person(s) at strategic points to warn oncoming traffic.	Ride Leader			
				Riders to use warnings and signals as set out in the C&CCC Rider Etiquette document to warn of approaching vehicles and other hazards.	Rider			
Impact with ground, falling from cycle – Rider fatigue, lack of food or drink.	High	Medium	High	Each rider must familiarise themselves with the distance, pace and severity of the ride planned prior to making their decision to attend.	Rider	High	Low	Low
				To assist this decision, route information is provided on the Club's website calendar and ride planning sheet. In addition, a briefing will be provided at the starting point.	Discipline Captains			
				Riders have responsibility for ensuring that they carry sufficient food / drink / energy gels for duration of ride.	Rider			
				The ride leader will plan appropriate café and refreshment stops or state that none are planned in the advance information and at the briefing.	Ride Leader			
				Riders to carry money/card to purchase food / drink.	Rider			
				If during a club run you (or you observe someone) become significantly fatigued or unwell, inform the Ride Leader immediately.	Rider			

Hazard/ possible cause	Initial Severity	Initial Likelihood	Initial risk	Control Measures to manage risk	Person Responsible	Residual Severity	Residual Likelihood	Residual risk
Impact with ground, falling from cycle due to bad right of way surface, gravel, ice, wet, oil or diesel spill, etc.	High	High	High	Routes are planned, where possible, to avoid known hazardous roads. Routes are reviewed before the ride considering the weather forecast, and rides rerouted, delayed, or cancelled if risk is too high. Potholes etc are unfortunately inevitable!	Discipline Captains	Medium	Medium	Medium
				All riders must pay close attention to the right of way surface and immediate environment at all times. Abilities in a group ride will vary and it is for each individual rider to consider the conditions and take individual action such as slowing down and dismounting.	Rider			
				All Riders to only ride at a speed at which they are competent / confident particularly on descents.	Rider			
				Riders at the front of a group shall communicate hazards as set out in the Ride Etiquette document on the C&CCC website.	Rider			
				Note that personal protection such as helmets and gloves may reduce injury in the event of falling off but do not prevent the incident arising. Helmets are mandatory for all club-organised group rides.	Rider			
Impact or collision due to being blown off cycle or being blown off course – (wind or large vehicles)	High	Medium	High	Routes are planned to avoid major roads where high numbers of large vehicles are expected.	Discipline Captains	High	Low	Low
				Routes are reviewed before the ride considering the weather forecast, and rides rerouted to more sheltered routes, delayed or cancelled if risk is too high	Discipline Captains			
				Riders to increase space between themselves in windy conditions.	Rider			
Collision with pedestrians, dogs or other right of way users	High	Medium	High	Riders must give pedestrians priority, ride at a safe speed, and give pedestrians plenty of room when passing.	Rider	High	Low	Low
				On approach to a pedestrian from behind, riders must slow and warn that bikes are passing if this is necessary.	Rider			
				Riders need to ride especially carefully when dogs are not on leads.	Rider			
Collision with wildlife – stray dog, farm animals, birds, etc.	High	Low	Low	Riders at front of group to be observant of such hazards and shout warnings to the group as per Ride Etiquette document on the C&CCC website.	Rider	High	Low	Low
Collisions with or being struck by horses or spooking horse	High	Low	Low	Follow rider guidelines as per Ride Etiquette document on the C&CCC website – lead riders to warn group, group to slow, warn horse riders of approach, pass wide and slow or stop to allow horses to pass or take instruction from a horse rider.	Rider	High	Low	Low
Hazards listed in this document encountered during the hours of darkness	High	High	High	All riders to use road legal lighting during lighting up hours and wear bright clothing.	Rider	High	Low	Low

Hazard/ possible cause	Initial Severity	Initial Likelihood	Initial risk	Control Measures to manage risk	Person Responsible	Residual Severity	Residual Likelihood	Residual risk
Hazards described above involving new or guest riders	High	Medium	High	Any guest / new rider must introduce themselves to the Membership Secretary or other Club Official who will discuss the suitability of the ride, ride safety and the need to follow ride leader guidance.	Membership Secretary or other Club Official	High	Low	Low
				Club Members bringing a guest or new rider should make sure in advance that the rider is competent to take part in the ride planned. They should still introduce themselves to the Membership Secretary or other Club Official.	Rider			
Falling off bicycle, colliding with other riders/vehicle due to bike malfunction and bike condition	High	Low	Low	Cycles must be roadworthy. Riders to inspect their cycle prior to each ride paying particular attention to brakes, frame, steering, pedals / cleats, wheels and tyres.	Rider	High	Low	Low
				Each rider to carry tools and spares appropriate to their bike.	Rider			
				If a rider or Ride Leader has concerns about the condition of a rider's bike before the ride commences they may consider carrying out a bike assessment.	Rider			
Lone rider hazards (Assault, illness, injury, etc.) – rider stranded	Medium	Low	Low	C&CCC club rides are intended as group rides, and in line with the Ride Etiquette document on the C&CCC website, riders should communicate up the group to inform the leader of anybody stopping.	Rider	Medium	Low	Low
				A Ride Leader should not leave a rider stranded alone unless it is safe to do so. Ride leaders should wait at every junction, technical descent end and hilltop until the whole group has arrived and is ready to go again. In order for the ride leader to be sure that nobody has been dropped, they must be aware of their group size at the start, and do a headcount when regrouping. In the case of under 18s and vulnerable riders, specific safeguarding procedures are in place and must be followed.	Ride Leader			
				Riders must be prepared to take care of themselves should they become stranded due for instance to bike failure or otherwise become separated from the group. This means each rider preferably carrying identification and emergency contact number, mobile phone, knowing the route / general area, or having a map, and knowing public transport options for getting back.	Rider			

Hazard/ possible cause	Initial Severity	Initial Likelihood	Initial risk	Control Measures to manage risk	Person Responsible	Residual Severity	Residual Likelihood	Residual risk
Impact of branches or debris on riders eye – insects, gravel, rain, mud etc.	Medium	Medium	Medium	Each rider to consider wearing suitable eye protection to protect against branches, insects, rain, sunlight and mud.	Rider	Low	Low	Low
				All riders are requested to fit sufficiently long mudguards/flaps when it is probable that conditions will be poor – for instance during the winter months.	Rider			
Hypothermia or heat stroke – Adverse weather conditions	Medium	Medium	Medium	Routes are reviewed before the ride considering the weather forecast, and rides rerouted, delayed, or cancelled if risk is too high	Discipline Captains	Medium	Low	Low
				Riders to assess weather conditions and dress / prepare appropriately and fit mudguards if considered necessary.	Rider			
Known medical condition – eg. Asthma, epilepsy, severe allergy, heart condition etc.	High	Low	Low	Riders with a known medical condition to ensure that they are fit to participate in the ride, carry any necessary medication, and ensure that an accompanying rider has sufficient knowledge of the condition to ensure their safety in the event of an incident. C&CCC recommend that riders carry an "In Case of Emergency" card, where known medical conditions can be listed. Inform the Ride Leader of the condition if you are happy to do so.	Rider	High	Low	Low
Riding Abroad	High	Low	Low	Trip organiser to research and communicate road and riding laws for trips abroad. Differences with UK laws may include: Riding on the right hand side, giving way/priority to the right, road signs making it compulsory to use cycle lanes, wearing of helmets. All group to remind others during rides of these rules as easy to forget on setting out each day.	Discipline Captains	High	Low	Low
Injury from falls or contact with vegetation etc. when off road riding	High	Medium	High	Off road rides may include challenging surfaces requiring bike handling skills. Ride Leaders to describe routes fully when briefing, emphasising it is riders' responsibility to adjust their riding accordingly and that group riding rules and signals may not be implementable off road. More space between riders required. Falls may be highly likely for some events – protective clothing will be required in these circumstances to reduce risk of injury.	Rider	High	Low	Low
Young rider injured due to lack of fitness or experience	High	Low	Low	Minimum age of 14 for club rides. Parental Consent Form required outlining fitness requirements. Safeguarding protocols including nomination of a responsible adult on group rides.	Membership Secretary and Ride Leader	Medium	Low	Low

Injury due to another Road User's Road Rage	Medium	Medium	Medium	Group sizes are limited in order to minimise interference with other road users. Groups to single out where it helps other road users to pass safely. Pull over and stop where/when safe to do so on narrow roads if causing an excessive delay to allow following motorists to pass. Members encouraged to stay calm and not antagonise or rise to any baiting by another road user/member of the public.	Rider and Ride Leader	Medium	Low	Low
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Accidents and Incidents

All riders should carry an ICE contact number (In Case of Emergency) within their phone, saddle bag, backpack or on their person so others can use contacts if necessary.

The club has a concussion policy - if a rider is suspected to have concussion, they are not to continue riding, and should be sent to A&E accompanied by somebody.

Ride leaders are not first aiders, no provision is made for first aid on rides. The club offers, periodically, first aid training for interested members.

Riders are recommended to load the What 3 Words app to assist in providing location details to emergency services in the event of a serious incident.

In the event of a significant incident (beyond simple first aid) or significant near miss, the Ride Leader should write a report detailing the circumstances and present this to the Committee. The report should be considered, account taken of any trends in incidents, and then any action required agreed and taken. Such action might include issuing guidance, provision of training for club members and ride leaders.

Riders are encouraged to raise any issues or concerns with the Ride Leader and just as importantly to talk about things that have gone well.

British Cycling insurance held by C&CCC provides third party (public) liability insurance for ride leaders, who act as officers of the club when leading the approved club rides. Note that this is purely third party cover for ride leaders; it DOES NOT provide personal injury or bicycle theft/damage cover for ride leaders, nor third party (public) liability insurance for member riders.

As individual riders are not covered by the club's insurance, it is recommended that members obtain individual third party (public) liability insurance, eg BC Member or Premium or Cycling UK insurance. Further, members may wish to take out personal injury insurance, which is not included in the BC and Cycling UK policies.

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