

Sitwell Cycling Club (Sitwell CC) Generic Risk Assessment - Road Rides 2016

SCC Risk Assessment Introduction

It goes without saying that looking out for one and other is very important and lies central to the ethos of the Sitwell Cycling Club. *'We never leave a rider behind'* is a positive statement of what the Club is about. Some of the things contained in this document are things that we already do or what you would consider to be common sense. There will be things as well that you may never have considered. In order to comply with the requirements of the **club's insurance with British Cycling** all of these things have to be formalised into what is known as a 'Risk Assessment'.

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 a careful 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.

Duties of Care

As a **Committee Member and/or Road Captain**, you have accepted the responsibility of leading others. You owe them a duty of care to ensure that they are not exposed to a foreseeable risk of injury, as far as you reasonably can. If you accept a position, you are likely to agree to carry out certain functions, which may affect the safety of others both inside

and outside the club. You are accepting responsibility and you must fulfil those duties to the best of your ability without negligence. That is, you must not create a foreseeable risk of injury and you must take reasonable steps to deal with any foreseeable risk of injury, which exists or arises.

For example:

- If you are a **Committee Member**, you must implement, discharge, communicate and review the club's safety policy, risk assessments, training requirements etc.
- If you are a **Road Captain**, 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.
- It is also important to note that 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.

In summary

Reading this you may be thinking *'this is scary I am never going out on my bike again'*. However, as stated earlier, most of this is common sense and is action that we already undertake. The key word in all of this is REASONABLE. Clearly, one is not expected to guarantee the safety of others, merely to act reasonably.

Importantly, please respect the Road Captains. Without them, club rides would not be possible. Listen to the briefings, pay attention whilst on the road and feel free to contribute to the end of ride debrief.

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.

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 Sitwell Cycling Club (including its officials and members) and the Sitwell Cycling Club (including its officials and members) for any injury, loss or damage suffered.

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| Risk Assessment: Club Road Rides | Location: All SCC Road Ride Routes Document Reference: SitwellCyclingClub(SitwellCC)GenericRiskAssessment-RoadRides2016.pdf |
| Completed by: Jonny Haynes Date Completed: 01/01/2016 Next Review Date: 01/01/2017 Signed off (date): SCC Committee (11/01/2016) | Other relevant Risk Assessments: NONE |

| ACTIVITY | HAZARD | WHO IS AT RISK | INITIAL RISK (H/M/L) | CONTROL MEASURES (RECOMMENDED) | RESIDUAL RISK (HML) | FURTHER ACTION RECOMMENDED/REQUIRED | | |
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| | | | | | | Y/N | WHAT | CONTACT |
| 1. PRE-RIDE | Equipment: Breakdown, stranded | Rider | L | <p>It is suggested that each rider to carry minimum tool kit comprising;</p> <ul style="list-style-type: none"> • Method of tyre inflation • At least one spare inner tube (recommended two) • Two/three tyre levers • Multi-tool inc Allen keys • Chain splitter • Mobile phone / money for phone | L | N | - | - |
| 2. PRE-RIDE | Equipment: Condition, accident | Rider and Public | M | <ul style="list-style-type: none"> • 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. • Tri-bars are not permitted on any club rides | L | N | - | - |
| 3. PRE-RIDE | Equipment: Clothing – visibility, comfort and safety | Rider | M | <ul style="list-style-type: none"> • Riders to assess weather conditions and dress / prepare appropriately • Spare waterproof jacket / Gilet to be carried • Recommend high visibility clothing / jackets • Riders to wear approved safety helmets that should not be worn following impact and in any case should be replaced at manufacturer's recommended intervals • Recommend the wearing of suitable eye protection • Mudguards are recommended during the winter months | L | Y | Local and Met Office weather forecast to be accessible from SCC website | Committee |
| 4. PRE-RIDE | Equipment: Communication, stranded | Rider | L | <ul style="list-style-type: none"> • Mobile phone and / or money for public telephone to be carried • Riders to have ICE numbers either in telephone or about their person • Riders to be familiar with route and be aware of where they are at all times | No Risk | N | Route to be available on SCC website or Facebook prior to club rides. | Committee |
| 5. PRE-RIDE | Equipment: Food / Drink | Rider | L | <ul style="list-style-type: none"> • Familiarise yourself with distance of ride prior to attending meet point • 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 | Y | Route to be available on SCC website or Facebook prior to club rides. Briefing, giving length of ride and distance to any café stop (see point 9) | Committee Road Captain |
| 6. PRE-RIDE | Preparation: Health | Rider | M | <ul style="list-style-type: none"> • 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 | L | N | See points 4 and 5 | |

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| | | | | <ul style="list-style-type: none"> 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 immediately. | | | | |
| 7. PRE-RIDE | Group Size / Rider Experience: accident, traffic problems | Rider and Public | L | <ul style="list-style-type: none"> Group to be split at Road Captains discretion and according to availability of Road Captains Groups should be split into the smallest number of riders in each Any riders new to a club ride should identify themselves to the road captain and consideration should be given to allocating a chaperone / mentor 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. | L | Y | If there are not enough Road Captains available, delegated Road Captains should be selected from regular, experienced riders within the group. | Road Captain |
| 8. PRE-RIDE | New / Guest Riders | Rider and Public | M | <ul style="list-style-type: none"> Any guest / new rider must introduce him / herself to the Road Captain (also see point 7) New members should contact the club in advance Guest / new rider must be conversant with this risk assessment and acknowledge this document before becoming a member. | M | Y | Consider inviting a competent rider and club member to ride with guest Rider to teach ride / club protocol during the ride (see also point 7). | Road Captain |
| 9. PRE-RIDE | Communication | Rider | M | <p>Road Captain to undertake a pre-ride briefing for all riders to cover;</p> <ul style="list-style-type: none"> 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 | L | N | - | - |
| 10. RIDE | Collision / Accident: each other | Rider | M | <ul style="list-style-type: none"> 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 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 Attend an SCC Rider Skills Sessions as soon as possible. When riding two abreast maintain an even pace and do not speed up when another rider draws level (do not 'half wheel') | L | Y | <p>Pre ride briefing to be undertaken (point 9 above).</p> <p>New/ inexperienced riders to be identified and given ride buddy (experienced rider) where possible.</p> <p>Continue the programme of rider skills sessions and encourage all members to attend.</p> <p>Consider publishing SCC calls and warnings.</p> | <p>Road Captain</p> <p>Road Captain</p> <p>Committee</p> <p>Committee</p> |
| 11. RIDE | Collision / Accident: motor vehicle, other road users | Rider and Public | H | <ul style="list-style-type: none"> 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. | M | Y | Consideration be given to nominating a Road Captain assistant during any ride to assist with control of the | Road Captain |

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| | | | | <ul style="list-style-type: none"> • 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. | | | <p>group.</p> <p>All accidents to be reported as per the Road Traffic Act and to the Committee. An accident report submitted detailing the circumstance</p> <p>Report all near misses.</p> <p>Accident trend monitoring to be conducted.</p> | <p>Road Captain / Rider</p> <p>Road Captain</p> <p>Committee</p> |
| 12. RIDE | 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. 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. • Only ride at a speed at which you are competent / confident particularly on descents. • Ice on the roads should be brought to the attention of the Road Captain immediately | L | Y | <p>Consideration is given to cancelling club ride if the roads are icy and publicise via website and social media.</p> <p>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;</p> <p>a) Call ride off b) change the route c) stick to main roads if they are clear of ice.</p> | <p>Road Captain</p> <p>Road Captain</p> |
| 13. RIDE | 3rd Party Claim Arising From Accident / Mishap – financial loss | Rider | L | SCC recommends that all of its members are covered for 3rd party claims via an appropriate insurance policy e.g. British Cycling / Cycling Tourists Club | No Risk | N | - | - |
| 14. RIDE | Theft of cycle | Rider | M | <ul style="list-style-type: none"> • Always try and ensure that your bike is within your sight during stops. • At protracted stops e.g. cafe ensures that your bike is locked to an immovable object / other bikes using a good quality / approved lock. • Ensure that you have adequate insurance cover in place covering the loss of your bike | L | Y | <p>If a theft does occur report to the police.</p> <p>Also report matter to the Committee so that the club have record of location and circumstances for future reference.</p> | <p>Rider</p> <p>Road Captain</p> |
| 15. RIDE | Stopping | Rider 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 clear the carriageway 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(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. | L | N | - | - |

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| 16. RIDE | Passing horses | Rider and Public | M | <ul style="list-style-type: none"> • On approach to a ridden horse, the lead rider should warn the horse and horse rider by verbal communication that a human(s) are 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. | L | N | - | - |
| 17. POST-RIDE | | | | <p>At the end of the ride the Road Captain will conduct a ride debrief.</p> <p>Riders are encouraged to raise any issues or concerns and just as importantly to talk about things that have gone well. In addition any accidents, near misses and anything else of note must be brought to the attention of the Road Captain if it hasn't already been done.</p> <p>If any rider is not comfortable doing this in front of others then please approach a committee member/club official privately, via official email channels or use the member's forum.</p> | | Y | Report to the Committee any matters arising from the ride | Road Captain |