



Addiscombe Cycling Club

Standard Risk Assessment - Road Rides

Addiscombe Cycling Club Risk Assessment Introduction

Firstly, please take the time to read and understand this document. If you have any questions concerning its content, please speak to the Club Captain or a Vice Captain

It goes without saying that looking out for one another is very important and lies central to the ethos of the ADDISCOMBE CC. Some of the things contained in this document are things that we already do or that you would consider to be common sense. There will also be things that you may never have considered. **ADDISCOMBE CC requires that all of its active members are covered for 3rd party claims via an appropriate insurance policy e.g. British Cycling, Cycling UK etc.** 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, third parties and the 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 with the intention of reducing them.

As previously stated the club is required to have in place a Risk Assessment in order to manage, minimise or even eliminate risk. It is not expected that the club can eliminate all risk, but we are required to protect people as far as is '**reasonably practicable**'.

What is Risk Assessment?

HAZARD = anything with the potential to cause harm

RISK = The likelihood that someone will be harmed by an identified hazard, whether that likelihood is low, medium or high

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 plan ways to minimise or even eliminate that risk. These are the control measures. Once the control measures have been implemented you are then left with any residual risk if applicable. 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 **Ride Leader/VC**, 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. That is, you should endeavor to avoid any risk of injury, which exists or arises.

For example:

- If you are a **Ride Leader/VC**, 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 emphasise that individual **Members of the club** should ride sensibly and safely, in accordance with the law, the Highway Code and BC principles. Members also have a duty of care to you, other members and to members of the public, i.e. the duty of care requires ride participants to consider the consequences of their acts or omissions and to seek to ensure that those acts and/or omissions do not give rise to a foreseeable risk of injury to any other person.

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 SAFETY. Clearly, one is not expected to guarantee the safety of others. However, there should be a reasonable expectation of Members both recognizing and using their best endeavours to put in to practice the above outline principles.

Importantly, please respect the Ride Leader. Without them, club rides would not be possible. Listen to the briefings and follow your Ride Leader’s instructions.

Please can **ALL MEMBERS** read on and make yourself familiar with the contents of this document.

If you have any questions/comments/ideas do not hesitate to contact the Captain or a Vice Captain or other officer of the Club.

All riders are reminded that they are responsible for their own safety; individuals take part in any group activities at their own risk. All riders to obtain appropriate 3rd party insurance as a minimum. It should be noted that no liability shall be attached to Addiscombe Cycling Club (including its officials and members) for any injury, loss or damage suffered.

Risk Assessment: Club Road Rides	Location: All Addiscombe Cycling Club Road Ride Routes
Completed by: Paul Hone Date Completed: 23 October 2022 Next Review Date: Signed Off Date:	Other relevant Risk Assessment: NONE

Risk Assessment

Activity	Hazard	Who is at risk	Risk Level (H/M/L)	Control Measures Recommended	Residual Risk (H/M/L)	FURTHER ACTION RECOMMENDED/REQUIRED		
						Y/N	What	Person(s) Responsible
1. Pre-Ride	Equipment: Breakdown, Stranded	Rider	L	Each rider must carry a minimum tool kit comprising: <ul style="list-style-type: none"> • Method of inflating tyre/inner tube multiple times • Two inner tubes • Two/Three tyre levers • Mobile phone and money/cash card • Face covering (recommended) 	L	N		Riders
2. Pre-Ride	Equipment: Conditions, accidents	Rider & Public	M	<ul style="list-style-type: none"> • Cycles must be legal and roadworthy – see highway code: https://www.gov.uk/guidance/the-highway-code/annex-1-you-and-your-bicycle • Riders to carry out pre-ride checks, brakes, frame, steering, pedals/cleats, wheels & tyres • Riders should consider installing what3words on their mobile devices to enable location in the event of an accident / getting lost 	L	N	Review	Riders

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3. Pre-Ride	Equipment: Clothing-Visibility, Comfort and safety	Rider	M	<ul style="list-style-type: none"> Riders to assess the weather conditions and dress appropriately – including carrying additional clothing layers Waterproof jacket/gilet to be carried when needed Riders to wear approved safety helmets, these should have not been involved in a crash impact and to be changed at manufacturer's recommended intervals. The wearing of eye protection is recommended Riders should carry thermal blankets 	L	Y	Local or Met Office weather forecast pre-ride	Riders
4. Pre-Ride	Equipment: Communication, stranded	Rider	L	<ul style="list-style-type: none"> Mobile phone or money for public phone to be carried Riders to have ICE numbers in their saddle bag or on their person, clearly marked. 	No Risk	N		Riders
5. Pre-Ride	Equipment: Food/Drink	Riders	L	<ul style="list-style-type: none"> Familiarise yourself with distance of ride prior to attending meeting point Riders responsibility to ensure they carry enough food/drink/energy gels for duration of ride Carry money to purchase food/drink 	No Risk	Y	Briefing if not standard club ride, giving length of ride distance and any stops See point 9	Ride leader Riders
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 and are of sufficient level of fitness to complete ride Do not start any ride if you are feeling unwell or that you are not able to complete it If during the ride you feel unwell, inform the ride leader immediately 	L	N	See point 4 and 5	Ride leader Riders
7. Pre-Ride	Group size/ Riders experience: Accident, traffic problems	Riders and Public	L	<ul style="list-style-type: none"> Group to be split at ride leaders discretion Groups should 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' Be familiar with the new 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 	L	Y	If ride leader not available, ride leader should be chosen from regular experienced rider within the group otherwise the group will not be considered an official Addiscombe club ride.	Ride leader Riders

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8. Pre-Ride	New / Guest Riders	Riders and Public	M	<ul style="list-style-type: none"> Any guest / new rider must introduce themselves to the ride leader Guest / new rider must be conversant with the 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)	Ride Leader New Rider / Guest
9. Pre-Ride	Communication / Briefing	Rider	M	<p>Ride Leader to undertake a pre-ride briefing for all riders to cover;</p> <ul style="list-style-type: none"> An overview of the route, any stops, likely duration and distance Any known route hazards, diversions or other considerations Any issue relevant to the weather (wind/frost/ice) Check for presence of new members or guests 	L	N		Ride leader
10. Ride	Loss of / split in the ride group	Rider	L	<ul style="list-style-type: none"> Ride Leaders to be familiar with the planned route and be aware of where they are at all times. 	L	N		Ride leader
11. Ride	Collision / Accident: Each other	Rider	M	<ul style="list-style-type: none"> All riders to be conversant with the 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 the 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 When riding two abreast maintain an even pace, keep both front wheels level and do not speed up when another rider draws level (do not 'half wheel') 	L	Y	Pre ride briefing to be undertaken (point 9 above)	Ride leader

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12. Ride	Collision Accident	Riders and Public	H	<ul style="list-style-type: none"> Riders must conform to the Road Traffic Act and follow the Highway Code at ALL times Riders must 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 (DRA). 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 	M	Y	<p>Consideration be given to nominating a ride leader assistant during any ride to assist with control of the group</p> <p>All accidents to be reported as per the Road Traffic Act and to the committee. An accident report to be submitted detailing the circumstances</p> <p>Report all near misses</p> <p>Accident trend monitoring to be conducted</p> <p>Use www.what3words.com to identify your location and report to emergency services</p>	<p>Ride leader</p> <p>Ride leader/rider</p> <p>Ride leader</p> <p>Riders</p>
13. 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, Oil 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 Ride leader immediately 	L	Y	<p>Rider to assess weather conditions & forecast and make a personal decision whether to ride.</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 by all riders.</p> <p>Consideration should be given to;</p> <ol style="list-style-type: none"> Call ride off Change the route Stick to main roads if they are gritted/clear of ice. 	<p>Rider</p> <p>Riders/Ride leader</p>
14. Ride	3rd Party Claim Arising From Accident /Mishap	Rider	L	<ul style="list-style-type: none"> ADDISCOMBE CC requires that all of its members are covered for 3rd party claims via an appropriate insurance policy e.g. British Cycling, Cycling UK etc. 	L	N		Riders

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15. 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. café, ensure 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	If a theft does occur report to the police.	Riders
16. Ride	Stopping	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. 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. TG riders are expected to be able to know the route and find their way back on their own if necessary. 	L	N		Riders
17. Ride	Passing horse	Riders / Horse rider	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 rider / riders are present and behind. Thereafter proceed and pass by slowly. Heed any advice given by horse riders; Horses can be spooked by bikes, it is essential that the horse hears the human voice before it sees the bike. 	L	N		

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18. Ride	Cycle trails	Rider and Public	M	<ul style="list-style-type: none"> Speed should be reduced on trails Be aware of debris, litter and loose surfaces When approaching other users, reduce speed and give a warning sound, either mechanical or vocal 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 Wildlife is more abundant on these trails and riders should be vigilant. 	L	Y	See points 11,13,16	Rider Ride Leader
19. Ride	Event of accident	Riders	M	<ul style="list-style-type: none"> The group should be moved to a safe position off the road If required, take reasonable measures to control traffic Administer first aid, if required call 999 for assistance If injured cyclist is unable to continue, one of the group must stay with that person until assistance arrives 			Post-Ride; <ul style="list-style-type: none"> Ride leader to fill in an accident report form The club chair must be informed after the event and as soon as practical 	Ride leader
20. Post-ride				<ul style="list-style-type: none"> Riders are encouraged to raise any issues or concerns and just as important, 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 Ride Leader if it hasn't already been done. If any rider is not comfortable doing this in front of others then please approach the club official privately, via official email channels. 			Report to the Captain, any matters arising from the ride via email to captain@addiscombe.org	Ride leader

