



## One & All Cycling Standard Risk Assessment – All Club Rides

Many thanks for taking the time to read this document. It is important to do this before riding with the club to understand the risks and what can be done to keep these to a minimum.

### Risk Assessment Introduction

Looking out for one another is central to the ethos of One & All Cycling. Many of the points recorded in this document are things that we all already do or what we would consider to be common sense. To comply with the requirements of the club's insurance with British Cycling, we are obliged to formalise this information in a 'Risk Assessment'.

The 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 think about these risks and hopefully reduce them to a level where the residual risk is low.

It is impossible to eliminate all risk, but it is important that we protect ourselves as far as is **reasonably possible**.

### What is Risk Assessment?

HAZARD = something with the potential to cause harm.

RISK = the chance, high or low, that the hazard will occur.

This Risk Assessment is a careful examination of what, in our club ride activities, 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 system is then used to combine the risk and potential impact of the hazard to give a graded level of risk LOW, MEDIUM, HIGH. Once that has been done, the next stage is to think of ways to reduce or eliminate that risk. These are the control measures. Once the control measures have been implemented, you are then left with the residual risk. 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 etc.



## Duty of Care

We all owe one another a duty of care to ensure that we are not exposed to a foreseeable risk of injury, as far as we reasonably can. We must not create a foreseeable risk of injury and we must take reasonable steps to deal with any foreseeable risk of injury. We have a duty of care to ourselves, our fellow riders and members of the public.

## Summary

Reading this you may be thinking 'this is scary - I am never going out on my bike again'. Please remember, most of this is common sense and is action that we all already undertake. The key word in all of this is REASONABLE. Clearly, we cannot guarantee the safety of others, but we can all act reasonably.

**Our Ride Leaders are crucial to the success of the club. Without them, club rides would not be possible. Please listen to and support your Ride Leader and feel free to give them polite and constructive feedback.**

**All members are politely reminded that they are responsible for their own safety; individuals take part in any group activities at their own risk. We ask all riders to obtain appropriate third-party insurance.**

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 club committee.

Risk Assessment: One & All Cycling Club Rides

Location: All club ride routes

Completed by: Adrian Colloff

Date Completed: 04.12.2021

Reviewed: October 2023

Next Review Date: October 2024

Updated: January 2024

| Activity    | Hazard         | Who is at risk?   | Level of risk (H/M/L) | Recommended control measures   | Residual risk (H/M/L) | Further action recommended/required |       |                    |
|-------------|----------------|-------------------|-----------------------|--|-----------------------|-------------------------------------|-------|--------------------|
|             |                |                   |                       |  |                       | Y/N                                 | What? | Person responsible |
| 1. Pre-ride | Poor equipment | Riders and public | M                     | <p>Bikes must be legal and roadworthy.</p> <p>Rider must carry out a pre-ride check including brakes, frame, steering, pedals/cleats, wheels and tyres. Please follow the 'M' Check procedure.</p> <p>Tri-bars are not permitted on any club ride</p> <p>Mudguards are recommended during the winter months.</p>   | L                     | N                                   |       | Rider              |
| 2. Pre-ride | Wrong clothing | Rider             | M                     | <p>Rider to assess weather and dress appropriately.</p> <p>Waterproof jacket/gilet to be carried when needed.</p> <p>High visibility clothing/jacket recommended.</p> <p>All riders must wear an approved safety helmet. The helmet should not have suffered a previous crash impact and should be changed at manufacturer's recommended interval.</p> <p>The wearing of suitable eye protection is recommended.</p> | L                     | N                                   |       | Rider              |

| Activity    | Hazard                  | Who is at risk?   | Level of risk (H/M/L) | Recommended control measures  | Residual risk (H/M/L) | Further action recommended/required |  |                    |
|-------------|-------------------------|-------------------|-----------------------|---|-----------------------|-------------------------------------|--|--------------------|
|             |                         |                   |                       |   |                       | Y/N                                 | What?  | Person responsible |
| 3. Pre-ride | Insufficient food/drink | Rider             | L                     | Rider to ensure they carry enough food/drink/energy gels for duration of ride.<br><br>Rider to carry money to purchase food/drink if necessary.   | L                     | N                                   |  | Rider              |
| 4. Pre-ride | Health condition        | Rider             | M                     | Rider to ensure they are aware of the distance/pace of the ride and are of a sufficient level of fitness to complete the ride.<br><br>Rider to ensure they take any required medication e.g. inhaler on the ride.<br><br>Consider privately telling ride leader of condition and where they keep their inhaler, epi-pen etc., in case the rider is incapacitated.<br><br>If a rider feels unwell during a ride, they should inform the ride leader or a fellow rider immediately. | L                     | N                                   |  | Rider              |
| 5. Pre-ride | Large group size        | Riders and public | L                     | Recommended maximum group size is 14.<br><br>Group to be split at ride leader's discretion.   | L                     | Y                                   | If group split, second ride leader to be identified from pool of experienced riders. | Ride Leader        |

| Activity    | Hazard                       | Who is at risk?   | Level of risk (H/M/L) | Recommended control measures  | Residual risk (H/M/L) | Further action recommended/required |  |                                      |
|-------------|------------------------------|-------------------|-----------------------|---|-----------------------|-------------------------------------|--|--------------------------------------|
|             |                              |                   |                       |   |                       | Y/N                                 | What?  | Person responsible                   |
| 6. Pre-ride | Inexperienced new rider      | Riders and public | M                     | Ride leader to explain key safety information to the new rider before the ride starts.<br><br>Experienced club member to ride with the new rider, explaining the ride protocol as required during the ride.   | L                     | N                                   |  | Ride Leader<br><br>Experienced rider |
| 7. Pre-ride | Severe weather               | Riders and public | L                     | Ride Leaders to review weather conditions prior to the rides.   | L                     | Y                                   | Announce cancelled rides as required – on SPOND and Facebook | Ride Leaders                         |
| 8. Pre-ride | Riders unfamiliar with route | Riders and public | M                     | Ride Leader to carry out a pre-ride briefing for all riders in the group to cover:<br>- An overview of the route including distance, likely duration and any planned stops.<br>-If possible, post a route on the Club's Facebook Members page and SPOND ride 1-2 days beforehand.<br>- Any known route hazards.<br>- Any issue relevant to the prevailing weather.<br>- Check for new members or guests.<br>- Ask riders to let the leader know if there are any health concerns that the group needs to be aware of. | L                     | N                                   |  | Ride leader                          |

| Activity | Hazard                        | Who is at risk?   | Level of risk (H/M/L) | Recommended control measures  | Residual risk (H/M/L) | Further action recommended/required |       |                    |
|----------|-------------------------------|-------------------|-----------------------|---|-----------------------|-------------------------------------|-------|--------------------|
|          |                               |                   |                       |   |                       | Y/N                                 | What? | Person responsible |
| 9. Ride  | Rider separated from group    | Rider             | L                     | Rider to carry a mobile phone and ensure their number is entered on SPOND as Rider Contact Number.<br><br>Recommended that rider has access to the what3words app on their mobile phone.  | L                     | N                                   |       | Rider              |
| 10. Ride | Mechanical failure / puncture | Rider             | M                     | Recommended that every rider carries a minimum tool kit comprising:<br>Method of inflating tyre/inner tube<br>At least one inner tube.<br>Two tyre levers.<br>Multi Tool.<br>Chain splitter and chain links.  | L                     | N                                   |       | Rider              |
| 11. Ride | Collision with vehicle        | Riders and public | H                     | All riders must follow the Highway Code at ALL times.<br><br>All riders must obey all traffic signals and signs.<br><br>Every rider should continually assess traffic conditions and driver attitudes etc. and take appropriate action. Be aware of vehicles that overtake you, including those towing a trailer and other long vehicles.<br>Riders to warn of approaching vehicles using standard calls. | L                     | N                                   |       | Rider              |

| Activity       | Hazard                       | Who is at risk?   | Level of risk (H/M/L) | Recommended control measures   | Residual risk (H/M/L) | Further action recommended/required |       |  |
|----------------|------------------------------|-------------------|-----------------------|--|-----------------------|-------------------------------------|-------|--|
|                |                              |                   |                       |  |                       | Y/N                                 | What? | Person responsible                       |
| 11. Ride cont. | Collision with vehicle cont. | Riders and public | H                     | <p>At times of poor visibility, use of cycle lights is recommended.</p> <p>Should the need to stop arise e.g for puncture repair, 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.</p>   | L                     | N                                   |       | <p><b>Rider</b></p> <p><b>Riders</b></p> |
| 12. Ride       | Poor road surface            | Riders and public | M                     | <p>Every rider should pay close attention to the road surface at all times and continually assess any changes identified and take appropriate action.</p> <p>Every rider should be aware of the calls / signals in relation to changes in surface such as potholes and act on these warnings.</p> <p>Each rider should only ride at a speed at which they are competent and confident, particularly on descents.</p> <p>Any ice on the road should be brought to the attention of the Ride Leader immediately.</p> | L                     | N                                   |       | <b>Rider</b>                             |

| Activity | Hazard                        | Who is at risk?        | Level of risk (H/M/L) | Recommended control measures   | Residual risk (H/M/L) | Further action recommended/required |       |                    |
|----------|-------------------------------|------------------------|-----------------------|--|-----------------------|-------------------------------------|-------|--------------------|
|          |                               |                        |                       |  |                       | Y/N                                 | What? | Person responsible |
| 13. Ride | Collision with a fellow rider | Riders and public      | M                     | <p>All riders to be conversant with the group ride calls, hand signals and warnings and ensure that these calls are passed along the line.</p> <p>All riders to aim to ride smoothly and consistently, being aware of those around them and not braking without warning.</p> <p>Rider to ride with sufficient safe gap behind the wheel in front, which will vary according to level of competence.</p> <p>No rider will let their front wheel overlap the rear wheel of the bike in front ('half-wheeling' must not occur).</p> <p>When riding two abreast, maintain an even pace and do not speed up when another rider draws level.</p> | L                     | N                                   |       | Rider              |
| 14. Ride | Horse being ridden on route   | Riders and horse rider | M                     | <p>Before approaching the horse, the first rider should calmly warn the horse rider by verbal communication that a human(s) are present and behind.</p> <p>Heed any advice given by horse rider.</p>   | L                     | N                                   |       | Rider              |



| Activity | Hazard   | Who is at risk?   | Level of risk (H/M/L) | Recommended control measures   | Residual risk (H/M/L) | Further action recommended/required |       |                    |
|----------|--|-------------------|-----------------------|--|-----------------------|-------------------------------------|-------|--------------------|
|          |  |                   |                       |  |                       | Y/N                                 | What? | Person responsible |
| 15. Ride | Cycle trails   | Riders and public | M                     | <p>Speed should be reduced on trails.</p> <p>Riders to be aware of debris, litter and poor surfaces.</p> <p>When approaching other users, reduce speed and give a warning sound, either mechanical or vocal to warn of your presence.</p> <p>Dog walkers may need extra time to control or distract their animal so give extra time for warning.</p> <p>Wildlife can be more abundant on these trails and riders should be vigilant.</p> | L                     | N                                   |       | Rider              |
| 16. Ride | Roundabouts e.g. Avers (Redruth), Trafalgar (Truro), Tesco (Truro) | Riders and public | M                     | <p>If you ride round:</p> <p>Be aware that drivers may not see you. Watch out for vehicles crossing your path to join or leave the roundabout.</p> <p>Give plenty of room to long vehicles on the roundabout.</p>  | L                     | N                                   |       | Rider              |

| Activity | Hazard   | Who is at risk?   | Level of risk (H/M/L) | Recommended control measures  | Residual risk (H/M/L) | Further action recommended/required |       |                    |
|----------|--|-------------------|-----------------------|---|-----------------------|-------------------------------------|-------|--------------------|
|          |  |                   |                       |   |                       | Y/N                                 | What? | Person responsible |
| 17. Ride | King Harry Ferry – steep slipways and slippery ferry ramps | Riders and public | L                     | Stop in a safe place before the slipway. Walk with your bike onto the ferry.  | L                     | N                                   |       | Rider              |
| 18. Ride | Narrow country lanes                                       | Riders and public | M                     | <p>Ride in single file (Highway Code rule 66).</p> <p>Remain alert for vehicles and other road users at all times and be aware that some vehicles will be travelling faster than is appropriate.</p> <p>Take extra care approaching blind bends.</p> <p>Do not ride in the gutter.</p> <p>Ride at an appropriate speed – do not go faster than is safe.</p> | L                     | N                                   |       | Rider              |
| 19. Ride | Increased volume of traffic in holiday periods.            | Riders and public | M                     | Adjust routes to avoid high density holiday traffic if possible.  | L                     | N                                   |       | Ride Leaders       |

| Activity | Hazard   | Who is at risk?                                 | Level of risk (H/M/L) | Recommended control measures  | Residual risk (H/M/L) | Further action recommended/required |   |  |
|----------|--|---|-----------------------|---|-----------------------|-------------------------------------|---|--|
|          |  |   |                       |   |                       | Y/N                                 | What?   | Person responsible                         |
| 20. Ride | Busier traffic areas e.g. Truro  | Riders and public                               | M                     | Use bus lanes (if permitted), cycle routes and cycle lanes if using these is safer than using the normal road. If using a bus lane, watch out for people getting on or off a bus. Be very careful when overtaking a bus or leaving a bus lane as you will be entering a busier traffic flow. Do not pass between the kerb and a bus when it is at a stop.   | L                     | N                                   |   | Ride Leaders and rider                     |
| 21. Ride | Young (under-18) rider - riding without a parent present<br><br>(A young (under-18) rider joining a club ride (in the absence of a parent) may be at more risk than an adult rider because of lack of experience. However, One | Young (under-18) rider, adult riders and public | M                     | Every young (under-18) rider must have provided a completed parental consent form, which includes emergency contact details.<br><br>The young rider must be at least 14-years-old.<br><br>The young rider must have the ability to ride the distance and pace described for the specific group.<br><br>The young rider must have the consent of the ride leader to join the ride; this is at the discretion of the individual ride leader and is not automatic.<br><br>The young rider must remain with the | L                     | Y                                   | Continued participation in club rides by the young rider may be subject to review based on ability and behaviour in previous rides.<br><br>If the young rider has any concerns arising from participation in a club ride, it is essential that he/she discusses these concerns with a parent and that advice is sought from the club's welfare officer. | Young rider, ride leader and adult riders. |

| Activity | Hazard   | Who is at risk?   | Level of risk (H/M/L) | Recommended control measures   | Residual risk (H/M/L) | Further action recommended/required |       |                    |
|----------|--|-------------------|-----------------------|--|-----------------------|-------------------------------------|-------|--------------------|
|          |  |                   |                       |  |                       | Y/N                                 | What? | Person responsible |
|          | & All Cycling does not want to deprive young riders of the opportunity to ride in club rides. The listed control measures aim to mitigate the possible additional risk for young riders. |                   |                       | <p>group from the start to the finish of the ride.</p> <p>In keeping with the ethos of One &amp; All Cycling, the adults on the ride will collectively help the young rider to complete the ride safely.</p> <p>At least one adult in the group (preferably two adults) will stay with the young rider in the event that the young rider is unable to complete the ride e.g. due to bike mechanical failure. The adult(s) will stay with the young rider until he/she is collected by a parent or other person authorised by a parent.</p> |                       |                                     |       |                    |
| 22. Ride | Off-road routes on gravel tracks, bridleways and byways.   | Riders and public | M                     | <p>All of the control measures mentioned above (targeted at road rides) apply. In addition, other control measures are applicable to club rides incorporating off-road sections on the route.</p> <p>Bikes must be suitable for off-road riding, including appropriate tyre width and pressure. Mountain bikes and gravel bikes are suitable.</p> <p>Clothing should be appropriate for the</p>  | L                     | N                                   |       | Rider              |

| Activity | Hazard | Who is at risk? | Level of risk (H/M/L) | Recommended control measures   | Residual risk (H/M/L) | Further action recommended/required |       |                    |
|----------|--------|-----------------|-----------------------|--|-----------------------|-------------------------------------|-------|--------------------|
|          |        |                 |                       |  |                       | Y/N                                 | What? | Person responsible |
|          |        |                 |                       | <p>conditions – some off-road routes can become very wet and muddy, particularly during the winter months.</p> <p>The route surface is, by definition, more variable and unpredictable on off-road sections. Riders should pay close attention to the surface at all times. A loose gravel surface or deep wet mud can be particularly slippery. Riders must adjust their speed appropriately and ride in accordance with their skill level and experience.</p> <p>If a rider is not experienced at riding with cleats on off-road sections, they should ride with flat pedals (and suitable shoes e.g. trainers) to allow them to put a foot down more easily should the need arise.</p> <p>Some routes can be narrow with blind corners. Slow down for blind corners and assess the way forward before continuing.</p> |                       |                                     |       |                    |



### **Actions to take in the event of accident**

The group should move to a safe position off the road.

If required, take reasonable measures to control traffic.

If required, call 999 for assistance.

If required and available, identify a suitably trained person to administer first-aid.

If an injured rider is unable to continue, one of the group must stay with the injured rider until assistance arrives.

The accident must be reported to a club official at the earliest opportunity.

### **Post-ride**

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

Any accidents and near misses must be brought to the attention of a club official at the earliest opportunity. This can be done privately if required.