

Generic Risk Assessment for Club-Organised Sessions with no Coach or Activator Road Cycling Club Rides – Updated July

2023

Bath Amphibians 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 Bath Amphibians committee and Head Coach 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.

Bath Amphibians 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 Head coach (or other suitably qualified coaches, activators) 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 Bath Amphibians (including its officials and members) for any injury, loss or damage suffered.

Public Liability insurance is available see 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.

Bath Amphibians recommends that all of their members are covered for 3rd party claims / theft via an appropriate insurance policy such as British Triathlon, British Cycling or other suitable alternative.

Risk Assessment: Club-Organised Sessions with no Coach or Activator - Club Road Rides	Location: This is applicable to club organised sessions with no coach or activator leading. More specifically this covers our Thursday rides and other rides that fall within this category as determined by BTF guidance.
Completed by: Stuart Stenhouse Date Completed: March 2021 Reviewed July 2023 Next Review Date: Jan 2024	Other relevant Risk Assessments: NONE

Responsibilities for discharging the control measures for the following risks are the individual themselves who are on the ride, with advice and guidance from the Head Coach, Club coaches or Activators where appropriate.

Phase	Hazard	Level of Risk	Action
Pre-RIDE	Appropriate planning and organisation of session including member's own considerations.	High	<ul style="list-style-type: none"> All members undertaking a ride of this type must have read this risk assessment. This will be present on the club website, emailed to each member at time of publication and any reviews/updates and the link included on new member induction pack. The start / end point, start time, estimated finish time, will be communicated via the club's WhatsApp group along with brief description of the route. In the event that the ride ends with a social element at the end (such as coffee, pub stop etc) the member leading should clearly state that the ride has finished and therefore the following social element is not part of the ride and falls under the Club's Code Of Ethics. The code of conduct also applies to any pre ride activity. Log of attendees via Gymsync (or other booking method) to monitor attendance and to inform group planning. Individual athletes to carry out a self-assessment on their ability to undertake the ride before attending session including checking all equipment is in working order. In the event of an accident where first aid is required, the individual should self-administer where possible. In the event of emergency services being required. What3Words app is recommended to be used (and on every person's phone) to support navigation to their location. In the event of a Defibrillator being required, https://www.defibfinder.uk/ / https://www.thecircuit.uk should be used to locate in conjunction with contacting the emergency services. For the safety of others in the group and themselves, it is recommended that knowledge of CPR and how to use a defib is obtained. This can be found HERE Based on the Bath Amphibians' policies non-members are not permitted to join on any club rides (Coach, Group leader, Activator led and non-led club session). Routes should not be repeated regularly. In this instance, regularly is taken to mean more than once every 8 weeks. In the case of a route being used more frequently, a route specific risk assessment should be produced. The term Group Leader in this risk assessment refers to the member who has planned / leading the ride. If a member who is also a coach/activator/SBR leader is leading the ride, they are doing so as a member and not in any other capacity. There is no maximum number permitted under this format or session. The club recommends that the organisation, route, groupings etc follow the guidance below. Welfare and safeguarding issues in the club continue to be handled confidentially and with support and advice from the British Triathlon Foundation safeguarding team where required. Please feel free to approach me with any concerns or issues via amphibwelfare@gmail.com , or on WhatsApp: 07548101567.

Phase	Hazard	Subject	Risk	Control Measure	Residual Risk	Further action and recommendations
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 (pump, Co2 etc) • At least one spare inner tube (recommended two) • Two/three tyre levers • Multi-tool including Allen keys • Chain splitter & Spare links • Mobile phone / money for phone • What3Words App is recommended. 	L	-
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. ('M' bike check recommended) This can be found HERE • Riders to ensure your cycle is regularly serviced / maintained by a competent mechanic. • Tri-bars / Tri Bikes are strongly recommended not be used in groups on club rides for the safety of the rider and others 	L	-
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 • Waterproof jacket to be carried where appropriate. • Recommend high visibility clothing / jackets • Recommend front and rear lights to be carried if visibility changes during the ride. • Riders to wear approved safety helmets – <u>no helmet, no ride! This is non-negotiable.</u> • Recommend the wearing of suitable eye protection. • Mudguards are recommended during the winter months • Carry mobile phone and ICE details (What3Words App is recommended) 	L	-
4. PRE-RIDE	Equipment: Food / Drink	Rider	L	<ul style="list-style-type: none"> • Riders have responsibility for ensuring that they carry sufficient food / drink / energy gels for duration of ride. • Distance and estimated duration of ride to be advertised in advance so riders can plan and prepare appropriately. • Carry money/payment method to purchase food / drink 	No Risk	Pre-ride planning / discussion covering potential changes to the route if required and café stops.
5. 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 • 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 group leader immediately. 	L	

6. PRE-RIDE	Group Size / Rider Experience: accident, traffic problems	Rider and Public	L	<ul style="list-style-type: none"> • Groups to split at the discretion of the group leader assigned to the ride. • 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 8 – leaving a suitable gap between each group. • Any riders new to a club ride should identify themselves to the group leader 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 group leader. 	L	Experienced riders need to lead by example and advise other riders to comply with road safety guidance.
7. PRE-RIDE	New / Guest Riders	Rider and Public	M	<ul style="list-style-type: none"> • <u>Point 7 is not currently permitted due to club policies. It is included for information and good practice.</u> • Any non-members or new riders must introduce him / herself to the group leader (also see point 6) • New riders must be conversant with this risk assessment and acknowledge this document before becoming a member. • Potential new club members attending the ride as a taster session is permitted, providing they have completed all relevant paperwork in advance. 	L	Consider inviting a competent rider to ride with new rider to teach ride / club protocol during the ride
8. PRE-RIDE	Communication	Rider	M	<ul style="list-style-type: none"> • Group leader 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 (N/A) • Reminder to stay in small groups of no more than 8 whilst cycling. 	L	-
9. 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 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	<ul style="list-style-type: none"> • 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
10. RIDE	Collision / Accident: motor	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. 	M	<ul style="list-style-type: none"> • All accidents to be reported as per the Road Traffic Act & to the Committee. An accident report submitted

	vehicle, other road users			<ul style="list-style-type: none"> • 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”) 		<p>detailing the circumstance</p> <ul style="list-style-type: none"> • Report all near misses so they can be shared before club rides
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11. RIDE	Medical incident Dehydration, Heat stroke, Hyperthermia , Fibrillation	Rider	M	<ul style="list-style-type: none"> • Each rider needs to self-assess if they are fit enough to join a club ride and inform the group leader (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. If carrying own medication, they should tell the group leader in advance of the ride starting. • 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 / unable to continue. The group should adapt where possible to support the other person. 	M	<p>It is recommended that all riders have the following apps on their mobile phones:</p> <ul style="list-style-type: none"> • First Aid (what to do...) • What3Words (for location) • Save a Life (defibrillator locator)
12. RIDE	Accident: Falling off the bike	Rider	M	<ul style="list-style-type: none"> • 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. Paying particular attention to gravel and loose road surfaces, especially when braking. • 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	<ul style="list-style-type: none"> • 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; • Whether to call ride off • Changing the route • c) Sticking to main roads if they are clear of ice.

13. 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 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. 	L	-
14. RIDE	Passing horses and animals	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 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. 	L	Use of a bell is recommended
15. Post ride				<ul style="list-style-type: none"> • At the end of the ride the Group Leader will conduct a ride debrief. • 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 group leader. • 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. 		Report to the Head Coach, any matters arising from the ride to better inform the members and update risk assessment where appropriate.

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.