



Salt and Sham Cycle Club (SAS CC) Generic Risk Assessment Road Rides 2019

SAS Risk Assessment Introduction: It goes without saying that looking out for one another is very important and lies central to the ethos of SAS. 'No one gets left behind' and 'Collective Cycling' are the clubs' mottos.

We apply common sense to our rides.

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 you 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, 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.

However, as stated earlier, most of this is common sense and is an 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 riders with experience within your group who may offer advice to you and the last riders supporting your journeys around the . 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 and refer to the document on riding in a group safely that was discussed at the AGM 2019 and shared on facebook for all to read.

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 Salt and Sham Cycle Club (including its officials and members) and the Salt and Sham Cycle Club (including its officials and members) for any injury, loss or damage suffered.

If you have any questions/comments/ideas do not hesitate to contact a member of the committee or a nominated club official.

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Risk Assessment: Club Ride Completed by: Annamarie Milles Date Completed: June 2019 Next Review Date: June 2020 Signed Off Date:	Location: All Salt and Sham Cycling Club Official rides/routes Other relevant Risk Assessment: NONE
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Risk Assessment

Activity	Hazard	Who is at risk	Level (H/M/L)	Control Measure sRecommended	Residual Risk (H/M/L)	FURTHER ACTION RECOMMENDED/REQUIRED		
						Y/N	what	Person Responsible

Pre-Ride	Equipment: Breakdown, Stranded	Rider	L	It is suggested that each rider to carry minimum tool kit comprising: Method of inflating tyre/inner tube At least one inner tube (2 recommended) Two/Three tyre levers Chain splitter Mobile phone and money/cash card	L	N		
Pre-Ride	Equipment: Conditions, accidents	Rider & Public	M	Cycles must be legal, roadworthy and well maintained – see highway code: https://www.gov.uk/guidance/the-highway-code/annex-1-you-and-your-bicycle Riders to carry out a basic pre-ride 'M' check (brakes, frame, steering, pedals, wheels & tyres).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		
Pre-Ride	Equipment: Clothing- Visibility, Comfort and safety	Rider	M	Riders to assess weather and dress appropriately. Waterproof jacket/gilet to be carried when needed. Recommended high visibility clothing/jacket. Riders to wear approved safety helmets, fitted correctly. These should not have been involved in a crash impact and to be changed at manufacturer's recommended intervals. Recommend wearing of eye protection and fingerless/full finger gloves. Participants clothing and straps secured to avoid entrapments in moving parts. Front and rear mudguards are recommended during the winter months. Adequate lighting considered for all rides. Emergency lighting carried at times of year where daylight is short/visibility low.	L	Y	Local or Met Office weather forecast	Riders

Pre-Ride	Equipment: Communication stranded	Rider	L	Mobile phone or money for public phone to be carried. Riders to have ICE numbers on their person clearly marked. Riders to be familiar with the route and be aware of where they are at all times. Regular regrouping to occur, particularly in poor weather, at the top of climbs and when a rider has fallen out the back of the group. Riders in groups are to be aware of who is in their group and ensure no one is left behind.	No Risk	N	Routes will be available on Facebook	
Pre ride	New riders	Rider	M	Committee to undertake new rider briefing. Includes an overview of the route, stops, likely duration and distance. Any known hazards, diversions and other considerations. basic hand signals and call out outs. and basics of benefits of group riding and safety.	L	Y	Direct new rider to online policies and BC website.	Committee
Pre-Ride	Equipment: Food/Drink	Rider	L	Familiarise yourself with distance/technicality 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.	Low Risk	Y	Briefing, giving length of ride distance and any stops See point 9	Riders
Pre-Ride	Preparation: Health	Rider	M	Riders to ensure they are aware of the distance/difficulty of the ride and are of sufficient level of fitness to complete ride. Do not start any ride if you are feeling unwell or you are not able to complete it. If during the ride you feel unwell, inform someone in your group immediately who will be able to contact for assistance (usually a committee member/experienced rider)	L	N	See point 4 and 5	
Pre-ride	Group size/ Riders experience	Rider and Public	L	Group to be split at committees discretion. Groups should be split according to ability and speed. Any new riders should identify themselves to the committee. Consideration should be given to allocating a 'ride buddy'. New riders will be assigned to group 3 for their first ride. All riders must follow any instruction given by committee member or someone acting on behalf of the committee. When cycling on roads, extra care should be taken and the Highway Code must be followed.	L	Y	If committee member not available, experienced riders are expected to step up	

Pre-ride	New/Guest Riders	Rider and Public	M	Any guest/new rider must introduce themselves to the committee. Guest/new rider must listen to the morning briefing. They must acknowledge this document before becoming a member.	M	Y	Consider inviting a competent rider and club member to ride with guest. See point 7.	
Pre-ride	Rider Riders Public	Rider	L	Medical Emergency Potential of rider to need medical attention while on ride. Pre-ride briefing to include check that all riders are competent and understand the ride protocols. Riders advised to carry ICE number on them. First Aid procedures to be carried out as a priority.	L		Any Medical Conditions to be disclosed to the coordinators before the ride. Riders advised to carry ICE number on them.	
Pre-ride	Communication	Rider	M	Committee member/rider acting on behalf of the committee must undertake a pre-ride briefing for all riders to cover; An overview of the route/terrain, any stops, likely duration and distance Any known route hazards, diversions or other considerations. Emphasis on controlled speed and braking. Considerate road riding. Any issue relevant to the weather (wind/frost/ice.) Check for presence of new members or guests	L	N		Committee member/rider acting on behalf of the committee
Ride	Collision/Accident: Each other	Rider	M	Ensure cycle is properly maintained. All riders to be encouraged 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 (speed changes and tarmac etc). When negotiating unforeseen hazards, riders should be aware that their actions impact on others. Ride with sufficient safe gap with the rider in front of you, particularly on technical sections. Do not let your front wheel overlap that of the rear wheel of the bike in front.	L	Y	Pre ride briefing to be undertaken (point 9 above) New/inexperienced riders to be identified and placed in group 3 Establish skills programme and encourage all members to attend (Odd Down)	Committee member/rider acting on behalf of the committee Committee member/rider acting on behalf of the committee

Ride	Collision Accident:	Riders and Public	H	Riders will conform to the Road Traffic Act and follow the Highway Code at ALL times where applicable. Riders will 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 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 other highway users. Consider using person(s) at Strategic points to warn oncoming roads users of any obstruction. Riders to warn of approaching vehicles/pedestrians/riders using known calls.	M	Y	<p>Consideration be given to nominating an experienced rider 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 submitted detailing the circumstances.</p> <p>Report all near misses</p> <p>Accident trend monitoring to be conducted</p>	Committee member/rider acting on behalf of the committee
Ride	Accident: Falling off	Rider	M	Pay close attention to the road surface at all times and dynamically risk-assess any changes identified e.g. consider dismounting to cross a hazard. Be aware of the calls / warnings in relation to changes in surface and use / pay attention to these warnings. Only ride at a speed at which you are competent/confident, particularly on descents and technical sections of road. Ice on the ground should be brought to the attention of the Committee member/rider acting on behalf of the committee/the whole group immediately.	L	Y	<p>Consideration is given to cancelling club ride if the weather conditions are hazardous and publicised via social media.</p> <p>Should a club ride set off and there be a risk of dangerous conditions then there should be a continual dynamic risk assessment of the conditions.</p> <p>Consideration should be given to;</p> <p>a) Call ride off</p> <p>b) change the route</p> <p>c) Stick to main routes if they are clear of ice.</p>	<p>Committee member/rider acting on behalf of the committee</p> <p>Committee member/rider acting on behalf of the committee</p>

Ride	3rd Party Claim Arising From Accident /Mishap	Rider	L	SAS recommends that all of its members are covered for 3rd party claims via an appropriate insurance policy e.g. British Cycling or cycling uk.	L	N		Rider
Ride	Theft of cycle	Rider	M	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.	Rider
Ride	Stopping	Riders and Public	M	Always choose a safe place to stop as a group, and in particular avoid junctions, bends and other hazards. Warn riders before stopping, and keep the road clear when required. In the event of punctures, breakdowns etc. clear the road if possible 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 necessary wait for slower riders beyond the junction.	L	N		
Ride	Passing horses	Riders/ Horse rider	M	On approach to a ridden horse, the riders should warn the horse and horse rider by verbal communication that a rider(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		
Ride	Cycle trails/bridleways	Rider and Public	M	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. Riders should be vigilant.	L	Y		Rider
Ride	Accident	Riders	M					Rider

Post-ride	Event of accident	Rider Committee member	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 committee. If any rider is not comfortable doing this in front of others then please approach the club privately or via written correspondence.	L		Report to the committee any matters arising from the ride	Rider
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