

Marlow Riders (MR) Risk Assessment for Road Club Road Rides 2019

Introduction

With our commitment to “Riding for All”, concern for everyone’s safety (riders, other road users and members of the public more generally) should be an integral part of everything we do.

Some of the things contained in this document are already what we do or what might be regarded as common sense. In order to comply with the Club’s insurance with British Cycling it is best practice to formalize our current practice and one or two new ideas into this Risk Assessment (RA).

A RA is a key part of protecting both our members and our Club. Every time we ride our bikes we are exposing ourselves to risk and this RA helps us to focus on these and hopefully reduce or eliminate them. It is not expected, and nor is it possible, for the Club to eliminate all risk, but we are required to do so 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 that hazard occurring.

This RA is a careful examination of what, in our sport, presents a hazard that could harm to people. Once a Hazard is identified it is then assessed in relation to the Risk and graded as a Risk that is LOW, MEDIUM or HIGH. Once that has been done the next stage is to consider how to eliminate or reduce the risk – these are the Control Measures. Once these measures have been implemented what is left is either no risk or a Residual Risk.

We review our RA annually – or more frequently if circumstances indicate this to be necessary.

Duty of Care

As a Ride Leader you have accepted the responsibility of leading others and, so, you owe them a duty of care to ensure that they are not exposed to a foreseeable risk of injury so far as you practically can. In this regard you must fulfil your duties to the best of your ability and consistent with Club rules, the Highway Code, and this Risk Assessment.

It is also worthy of note that individual Club members also have a duty of care to themselves, to fellow Club members and to the public in general.

Summary

This is not intended to scare. Most of the RA process is common sense. The key point is that you are not required to guarantee the safety of others but simply take reasonable care.

Please read this document and familiarize yourself with its contents. If you have a concern question or comment please approach one of the Committee members.

All riders are reminded that they are responsible for their own safety. Individuals take part in any group activities at their own risk. We require all riders to be a member of British Cycling or Cycling UK at a level that provides at least £10m of 3rd party liability insurance.

No liability shall be attached to Marlow Riders (including its officials and members) for any injury loss or damage suffered during any Club event.

Risk Assessment: Club Road Rides	Location: All MR Road Ride Routes Document Reference: Marlow Riders Risk Assessment 2109 v2
Completed by: Russell King Date Completed: 01/08/2019 Next Review Date: 01/8/2020 Signed off (date): MR Committee August 2019	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		
						Y/N	WHAT	CONTACT
1. PRE-RIDE	Equipment Breakdown, stranded	Rider	L	<p>Every 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 tyre levers. • Multi-tool. • Mobile phone. • Money/credit card. 	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 their 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 • 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. Clear glasses in poor light. • Mudguards are required during the winter months. 	L	N		
4. PRE-RIDE	Equipment: Communication, stranded	Rider	L	<ul style="list-style-type: none"> • Mobile phone and money to be carried. • Riders to have ICE numbers on helmet tags provided by club. • Riders to be familiar with route. 	No Risk	N	Route to be available on MR Facebook Rides and Events prior to club rides.	Ride Leaders (RL)
5. PRE-RIDE	Equipment: Food / Drink	Rider	L	<ul style="list-style-type: none"> • Familiarize yourself with distance of ride prior to start. • 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	<p>Routes to be available on MR Facebook Rides and Events prior to club rides.</p> <p>Briefing, giving length of ride and distance to any café stop (see point 10)</p>	Ride Leaders Ride Leaders
6. PRE-RIDE	Preparation: Route	Ride Leader	M	<ul style="list-style-type: none"> • RLS should plan routes consistent with forecast weather conditions and the ability level of their group (road type, distance, climbing etc.). Routes should have option to be shortened and should generally avoid tricky right hand turns. Major roads/busy roads should be avoided/minimized. RLS should consider likely major hazards on the route and brief riders 	L	Y	Routes to be available on MR Facebook Rides and Events prior to club rides.	Ride Leaders

				accordingly.				
7. PRE-RIDE	Preparation: Health	Rider	M	<ul style="list-style-type: none"> Riders should join an ability group commensurate with their fitness. 	L	N	See points 4 and 5	
				<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 Ride Leader immediately. 				
8. PRE-RIDE	Group Size / Rider Experience: problems	Rider and RL	L	<ul style="list-style-type: none"> Group to be split at RL's discretion. Groups should not normally exceed 10 in number. RL can choose to have fewer riders at their discretion. Any riders new to a club ride should identify themselves to the Club Captain or Vice Captains who will help them find an appropriate level group. 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 RL. 	L	Y	If there are not enough RLs available, delegated RLs should be selected from experienced riders	Club Captain
9. PRE-RIDE	New / Guest Riders	Rider and Public	M	<ul style="list-style-type: none"> All guests / new riders must introduce themselves to the Club Captain or Vice Captains (also see point 8) before riding. Guest / new rider must be briefed by Club Captain, Vice-Captain or Chairman before ride. 	M	Y		Ride Leaders
10. PRE-RIDE	Communication Note: In the event that the Club Captain or other Club official considers the weather conditions to be potentially unsafe they will cancel the ride and publicise it via FB and WhatsApp beforehand. NO OFFICIAL CLUB RIDES WILL THEN BE RIDDEN.	Rider	M	<p>Ride Leaders to undertake a pre-ride briefing for all riders in their group to cover;</p> <ul style="list-style-type: none"> An overview of the route, café stop, 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 to use normal hand signals and calls. 	L	N	-	-
11. 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 When riding two abreast maintain an even pace and do not speed up when another rider draws level (do not 'half wheel'). 	L	Y	Pre ride briefing to be undertaken (point 10 above).	Ride Leaders Club Captain Committee
12. 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 use cycle lights. 	M	Y		

				<ul style="list-style-type: none"> All riders to continually assess traffic conditions, driver attitudes and carry out on-going 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 Committee. An accident report submitted detailing the circumstance</p> <p>Accident trend to be monitored</p>	<p>Ride Leaders</p> <p>Committee</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 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>Consideration is given to cancelling club ride if the roads are icy and publicise via social media and email</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>Club Captain</p> <p>Ride Leaders</p>
14. RIDE	3rd Party Claim Arising from Accident / Mishap – financial loss	Rider	L	MR requires that all of its members are covered for 3rd party claims via an appropriate insurance policy through British Cycling /Cycling UK	No Risk	N	-	-
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 lock bike to an immovable object /other bikes using a good quality 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>Rider</p>
16. 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 RL 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 home or to the next stop(s). If unsure of the route, stop well before junction to consult map/sat. nav. Check for presence of back marker at junctions. If necessary wait for slower riders beyond the junction. 	L	N	-	-

17. 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 group to slow down and then 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	-	-
18. POST-RIDE				<p>At the end of the ride Riders should make any comments to RL or one of the Club Captains</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 should be brought to the attention of the Club Captain or Vice Captains.</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.</p>		Y	Report to the Committee any matters arising from the ride	Club Captain or Vice Captain