



Brighton Excelsior Cycling Club Risk Assessment

Club Road Rides

This risk assessment been produced to identify and define risks involved in regular club rides on the open road. It also sets out the measures that should be taken by riders on the club rides to reduce associated risk.

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Introduction

A Risk Assessment document is a written record of our assessment of the risks and any actions which should be taken to reduce the likelihood and severity of harm or serious injury while taking part in a club activity. A Risk Assessment is an important step in protecting our members, the club and any other persons. While this document outlines the main risks we would expect to see on a club activity it is not an exhaustive record of risks that may be encountered.

Definition

In this risk assessment there will be a description of an identified risk or hazard. This is then defined using the *Very Low, Low, Medium, High* indicator method based on its likelihood of occurring and the severity of harm it could cause. Finally, it identifies ways to reduce the overall risk of it occurring and the harm it could cause. These are the control measures to be implemented by all riders taking part in the activity. A grid system is then used to combine the two and give a graded level of risk *Very Low, Low, Medium, High*.

Severity	Likelihood
1 = Very Low None	1 = Very Low Seldom or never likely to happen
2 = Low Minor injury requiring first aid attention	2 = Low Not likely to happen
3 = Medium Injury requiring cessation of activity and 3 rd party action	3 = Medium Likely to happen
4 = High Serious injury or fatality	4 = High Extremely likely to happen

Risk Score (R = S x L)
4 or Less Risk is controlled as far as reasonably practicable by riders and leaders following the guidelines. Rides where all risks fall in this category are deemed low enough for the activity to take place.
6 Risk is controlled by all riders and leaders following all the guidelines. Rides where all risks fall in this category are deemed low enough for the activity to take place but leaders should be aware of changing conditions which may increase this risk during the activity.
8 or 9 Risk is controlled by all riders and leaders following all the guidelines but additional control measures are required to reduce this risk to an acceptable level before activity can take place.
12 or 16 The risk cannot be reduced by any measures practically possible by the ride leader for the activity to take place. The activity must not be started or must be immediately stopped.

Risk Index	1	2	3	4
1				
2				
3				
4				

When	Hazard	Uncontrolled Severity	Uncontrolled Likelihood	Uncontrolled Risk	Mitigation Measures	Person Responsible	Controlled Severity	Controlled Likelihood	Controlled Risk
Pre Ride	Weather conditions (Hypothermia, Heat Stroke)	4	3	12	Forecast checked 2 days prior and again 24 hours before ride. In the case of Amber or Red weather warnings activity should not take place.	Ride Planner	2	2	4
					Yellow weather warnings, rain and temperatures should be taken into consideration when planning route and advising riders.	Riders			
Pre Ride	Poor road conditions (Ice, loose surfaces, wet roads, muddy roads etc.)	4	3	12	Routes are planned considering the weather forecast.	Ride Planner	3	2	6
					Rides rerouted, delayed, or cancelled if risk is considered too high.	Ride Leader			
Pre Ride	Route	4	3	12	Routes are planned to avoid known hazardous roads, junctions, roadworks, closed roads.	Ride Planner	2	1	4
Pre Ride	Failing equipment	4	2	8	Bikes must be roadworthy. Riders to inspect their cycle prior to each ride ensuring 2 working brakes, steering, gears, wheels and tyres and all aspects of the bike are in good working condition.	Riders	2	1	2

When	Hazard	Uncontrolled Severity	Uncontrolled Likelihood	Uncontrolled Risk	Mitigation Measures	Person Responsible	Controlled Severity	Controlled Likelihood	Controlled Risk
					Each rider must carry tools, spare inner tubes and pump appropriate to their bike. They should know how to use them without help.	Riders			
					Ride Leader checks or raises any concerns they have about a person's bike before setting off for the ride. If they have serious concerns about a bike that cannot be rectified they must refuse to allow the rider to participate in the activity.	Ride Leader			
Pre Ride	Head injuries caused by collisions and crashes	4	3	12	All riders participating in club activity must wear a certified cycle helmet appropriate to the activity.	Rider	2	1	2
Pre-ride	Riders with known medical conditions – eg. Asthma, epilepsy, severe allergy, heart condition.	4	3	12	Riders with a known medical condition are to ensure that they are fit to participate in the ride, carry any necessary medication, and ensure that an accompanying rider or ride leader has sufficient knowledge of the condition to ensure their safety in the event of an incident.	Rider	3	2	6
Pre-Ride	Size of group	3	3	9	The size of groups should be dictated by the type of ride and rider experience. Ride leaders must not lead groups larger than they feel comfortable with. Optimum group size 10-12.	Ride Leader	2	2	4
Pre-Ride	New or inexperienced riders	3	4	12	Any guest / new rider must introduce themselves to a Club Official who will discuss the suitability of the ride, ride safety and the need to follow ride leader's guidance. This should preferably be done before arriving at the start of the ride.	Rider	2	1	2

When	Hazard	Uncontrolled Severity	Uncontrolled Likelihood	Uncontrolled Risk	Mitigation Measures	Person Responsible	Controlled Severity	Controlled Likelihood	Controlled Risk
Ride	Collision between cyclists taking part in activity	4	3	12	Riders in the group should position themselves to avoid overlapping wheels.	Rider	2	2	4
					Riders should avoid sudden and drastic movements or braking.	Rider			
					Riders should be aware of the position of other cyclists in the group.	Rider			
					Riders should be looking ahead or at the rider in front of them.	Rider			
					Riders should never undertake and only overtake other riders when it is safe to do so, giving a warning when necessary.	Rider			
					Riders should spread out on downhills and only overtake when it is safe to do so.	Rider			
Ride leaders to be observant of riders in the group and warn of unsafe group riding.	Ride Leader								
Ride	Collision with other road user. (Motor vehicle, pedestrian, horse rider, cyclist etc.)	4	4	16	All riders must follow the Highway Code at all times including obeying traffic signals and signs.	Rider	2	1	2
					All riders to continually assess traffic conditions, driver attitudes and take appropriate safety action such as getting off and walking; using a pedestrian crossing to cross a major road.	Rider			
					Should the need to stop arise e.g. through puncture, then a place must be found off the public highway for the group to wait safely.	Ride Leader			

When	Hazard	Uncontrolled Severity	Uncontrolled Likelihood	Uncontrolled Risk	Mitigation Measures	Person Responsible	Controlled Severity	Controlled Likelihood	Controlled Risk
					Riders to use warnings and signals to warn of approaching vehicles and other hazards (e.g. “Car-front” to warn of vehicle approaching from front, “Car-back” when it’s from behind).	Riders			
					When approaching horse rider(s), lead riders are to warn and slow the group and warn horse riders of the approaching group. The group should pass wide and slow or stop to allow horses to pass or take instruction from a horse rider. The group must always give priority to horses.	Riders			
					On narrow, busy, or blind sections of road, riders should go single file to avoid collision with other road users. The call “Single” confirms this.	Riders			
Ride	Stress & Fatigue	4	2	8	Riders have responsibility for ensuring that they carry enough food / drink / energy gels for duration of ride.	Riders			
					If during a club ride you (or if you observe someone) become significantly fatigued or unwell, inform the Ride Leader immediately.	Riders	2	1	2
Ride	Collision with an animal.	3	2	6	Riders at front of group to be observant of such hazards and shout warnings to the group.	Riders	2	1	2
Ride	Damage to eyes from road spray, insects, grit etc.	2	3	6	Each rider to consider wearing suitable eye protection to protect against branches, insects, rain, sunlight and mud.	Riders			
					All riders are advised to fit mudguards, if possible, when it is likely that conditions will be poor – for instance during the winter months.	Riders	2	2	4

When	Hazard	Uncontrolled Severity	Uncontrolled Likelihood	Uncontrolled Risk	Mitigation Measures	Person Responsible	Controlled Severity	Controlled Likelihood	Controlled Risk
Ride	Injury from impact due to bad surface (e.g. gravel, ice, pothole, oil etc.)	4	3	12	All riders must pay close attention to the road surface and the immediate environment.	Riders	2	2	4
					All Riders to ride at a speed which they are competent / confident, particularly on descents, for the road surface conditions.	Rider			
					Riders shall communicate hazards to other members of the group through pointing or verbal actions.	Rider			
Ride	Injury from impact due to being blown off course. (Strong winds or draft from large vehicle)	4	2	8	Riders to increase space between themselves in windy conditions.	Rider	2	1	2
Ride	Lone cycling or lost riders. (Illness, injury etc when abandoned by the group).	4	3	12	Club rides are intended as group rides, riders should communicate up the group to inform the leader of anybody being dropped or stopping.	Rider	2	2	4
					A Ride Leader should not leave a rider stranded alone unless it is safe to do so. Ride leaders should wait at every junction, technical descent end and hilltop until the whole group has arrived and is ready to go again. In order for the ride leader to be sure that nobody has been dropped, they must be aware of their group size at the start, and do a headcount when regrouping. In the case of under 18s and vulnerable riders, specific safeguarding procedures are in place and must be followed.	Ride Leader			
					Riders must be prepared to take care of themselves should they become stranded due to bike failure or otherwise becoming separated from the group. This means each rider carrying:	Rider			

When	Hazard	Uncontrolled Severity	Uncontrolled Likelihood	Uncontrolled Risk	Mitigation Measures	Person Responsible	Controlled Severity	Controlled Likelihood	Controlled Risk
					<ul style="list-style-type: none"> • Method of inflating tyre/inner tube • At least one inner tube (preferably two) • Two/Three tyre levers • Multi-Tool with Chain splitter Chain link • Mobile phone and money/cash card • Contact Details of Ride Leader 				

Notes

Not all ride leaders are not first aiders and no direct provision is made for first aid on rides. The club offers, periodically, first aid training for interested members.

In the event of a significant incident or significant near miss, the Ride Leader should write a report detailing the circumstances and present this to the Committee. The report should then be considered by the Committee, account taken of any trends in incidents, and any action required agreed and taken. Such action might include issuing guidance, provision of training for club members and ride leaders.

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

British Cycling insurance held by Brighton Excelsior Cycling Club provides third party (public) liability insurance for ride leaders, who act as officers of the club when leading the approved club rides. Note that this is purely third-party cover for ride leaders; it DOES NOT provide personal injury or bicycle theft/damage cover for ride leaders, nor third party (public) liability insurance for member riders.

As individual riders are not covered by the club's insurance, it is recommended that members obtain individual third party (public) liability insurance, e.g. British Cycling membership.