

WIGAN BOROUGH COMMUNITY CYCLING CLUB

Standard Risk Assessment - All Rides

Wigan Borough Community Cycling Club Risk Assessment Introduction Firstly, thank you for taking the time to read this document, it is intended that all members of WBCCC read and comply with this risk assessment in order for the club to ensure we all understand the duty of care we need to show for each other. This document should be read in conjunction with the WBCCC “Ride Protocol” document and the “Code of Conduct” document, both of which can be found on the WBCCC website.

It goes without saying that looking out for one another is very important and lies central to the ethos of WBCCC. ‘We never leave a rider behind’ is a positive statement of what the club is about. Some of the things contained in this document are things that we already do or what you would consider to be common sense. There will be things as well that you may never have considered. The club does suggest members to join **British Cycling or Cycling UK** as this will ensure 3rd party insurance for the individual rider. 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

RIDE LEADERS - As a **Ride Leader**, you have 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.

ALL MEMBERS - 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.

Summary

Reading this you may be thinking 'this is scary I am never going out on my bike again'. However, as stated earlier, most of this is common sense and is 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 Ride Leader. 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.

If you have any questions/comments/ideas do not hesitate to contact a member of the WBCCC steering group.

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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 WBCCC (including its officials and members) for any injury, loss or damage suffered.

Risk Assessment: All WBCCC weekly Rides and Club Rides

Location: WBCCC Documents: Risk Assessments.

Completed by: Allan Finch / Graham Cooper

Date Completed: 22/11/2021 Next Review Date 22/11/2022

Other relevant Risk Assessment: NONE

Signed Off Date:

Activity	Hazard	Who is at risk	Level (H/M/L)	Control Measures Recommended	Residual Risk (H/M/L)	Y/N	FURTHER RECOMMENDED/REQUIRED What	Person responsible
1.Pre-Ride	Equipment Conditions Accidents	Rider	L	Cycles must be legal and roadworthy Riders to carry out pre-ride checks, brakes, frame, steering, pedals/cleats, wheels & tyres.	L	N		Rider
2. Pre- Ride	Equipment: Breakdown, Stranded	Rider & Public	M	It is suggested that each rider to carry minimum tool kit comprising: <ul style="list-style-type: none"> • Method of inflating tyre/inner tube • At least one inner tube (2 recommended) • Plugs and sealant for those riding tubeless • Two/Three tyre levers • Multi Tool with Chain splitter and Chain links. • Mobile phone and money/cash card • Cycles must be legal and roadworthy 	L	N		Rider
3. Pre- Ride	Equipment: Clothing,Visibility, Comfort and safety	Rider	M	<ul style="list-style-type: none"> • Mudguards are advised during the winter months and all wet conditions • If riding with lights ensure both front and rear lights have sufficient battery life for the ride and conform to BS6102/3 or equivalent EC standard. <ul style="list-style-type: none"> • Consider wearing bright, fluorescent clothing to increase your visibility to other road users 	L	Y	Met Office Weather Forecast	Rider

4. Pre-Ride	Equipment: Communication, Stranded	Rider	L	<ul style="list-style-type: none"> • Mobile phone or money for public phone to be carried • Riders to be aware that they should remain with the group at all times and advise the Ride Leader and back marker if they intend to leave the group • Ride Leader and back marker will carry radios and be familiar with their use 	L	N	Route details will be available on WBCCC Website and social media in advance	Rider
5. Pre-Ride	Equipment: Food/Drink	Rider	L	<ul style="list-style-type: none"> • Familiarise yourself with distance 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 and drink 	L	Y	Briefing, giving length of ride distance and any stops	Ride Leaders
6.Pre-Ride	Preparation: Health	Rider	M	<ul style="list-style-type: none"> • Riders to ensure they are aware of the distance/terrain of the ride and are of sufficient level of fitness to complete ride • Riders to carry the WBCCC contact information card • Do not start any ride if you are feeling unwell or you are not able to complete it. Ensure any specific medication is taken on rides or any other first aid deemed necessary. If during the ride you feel unwell, inform the Ride Leader immediately . 	L	N		Rider

7.	Pre-Ride	Group size/ Riders experience: Accident, traffic problems	Riders/Public	L	<ul style="list-style-type: none"> Any new riders should identify themselves to the Ride Leader and consideration should be given to allocating a 'ride buddy' Be familiar with the Highway Code (Rules 59 to 82) and particular advice on where/when to ride two abreast or single file (rule 66). Always follow any instruction given by Ride Leader 	L	N		Ride Leader
8.	Pre-Ride	New/Guest Riders	Riders/Public	M	<ul style="list-style-type: none"> Any guest/new rider must introduce him/herself to the Ride Leader Guest/new rider must be made aware of the Risk Assessment and acknowledge this document before participating 	M	Y	Consider inviting a competent rider and club member to ride with guest Rider to teach ride/club protocol during the ride.	Rider Ride Leader
9.	Pre-Ride	Weather	Rider	M	<ul style="list-style-type: none"> Ride Leader to review weather conditions prior to ride. 	L	N	Consideration is given to adverse weather conditions and cancellation of rides	Rider Ride Leader
10.	Pre-Ride	Communication	Rider	M	<p>Ride Leader to undertake a pre-ride briefing for all riders to cover;</p> <ul style="list-style-type: none"> An overview of the route, any stops, likely duration and distance Count and agree the number of riders in attendance – verify at end of ride Any known route hazards, diversions or other considerations Any issue relevant to the weather (wind/frost/ice) <p>Check for presence of new members or guests</p>	L	N		Ride Leader

11. Ride	Collision/Accident : Each other	Rider	M	<ul style="list-style-type: none"> • Ensure bike is properly maintained • All riders 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 • When negotiating unforeseen road or off-road conditions (such as potholes) riders should be aware that their actions impact on others • Ride slightly to the 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") • Do not ride two abreast on narrow paths 	L	Y	<p>Pre ride briefing to be undertaken</p> <p>New/inexperienced riders to be identified and given ride buddy (experienced rider) where possible</p>	<p>Ride Leader</p> <p>Ride Leader</p>
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12. Ride	Collision/Accident 3 rd Party	Riders and Public	H	<ul style="list-style-type: none"> • Riders will conform to the Road Traffic Act and follow the Highway code at ALL times Riders will obey all traffic signals and signs . • When available we will always use provided cycle paths. • 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 (DRA). E.g get off and walk/use a pedestrian crossing if you have to cross a major road or junction. • 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 <ul style="list-style-type: none"> • Consider using person(s) at Strategic points to warn oncoming traffic of any obstruction. Riders to warn of approaching vehicles using known calls 	M	Y	<p>Consideration be given to nominating a ride Leaders assistant during any ride to assist with control of the group</p> <p>All accidents to be reported as per the Road Traffic Act</p> <p>Report all near misses</p>	<p>Ride Leader</p> <p>Ride Leader</p> <p>Ride Leader</p>
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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	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; A - Call the ride off B – Change the route C – Stick to main roads if they are clear of ice	Ride Leader
14. Ride	3rd Party Claim Arising From Accident / Mishap	Rider	L	<ul style="list-style-type: none"> • WBCCC strongly recommends that all of its members are covered for 3rd party claims via an appropriate insurance policy e.g. British Cycling / Cycling U.K. 	L	N		Rider
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 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 				

16. Ride	Stopping	Riders/Public		<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 Ride 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	N		Rider
17. Ride	Passing horse	Riders/ Horse rider	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 human(s) are present and behind. Thereafter proceed and pass by slowly keeping as far away from the horse and rider as practicable. 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		Rider

18. Ride	Cycle Trails	Rider and Public	M	<ul style="list-style-type: none"> • Speed should be reduced on trails. • 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. • Wild life is more abundant on these trails and riders should be vigilant. 	L	Y	See points 11, 13, 17	Rider Ride Leader
19. Ride	Event of accident	Riders	M	<ul style="list-style-type: none"> • The group should be moved to a safe position off the road. • If required, take reasonable measures to control traffic • Administer first aid, if required call 999 for assistance. • Riders should consider the what3words phone app that can assist in providing a location for emergency services • If injured cyclist is unable to continue, at least 2 of the group must stay with that person until assistance arrives. • Ride leader to assist any casualty in filling in an accident report form. • The Club must be informed after the event and as soon as practical 	L	N		Ride Leader

20. Post ride	WBCCC Development	Riders Ride Leaders	M	<ul style="list-style-type: none"> • At the end of the ride the Ride Leader will conduct a ride debrief. • 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 Ride Leader if it hasn't already been done. • If any rider is not comfortable doing this in front of others then please approach a club official privately or via official email channels. 	L	Y	Report to the club any matters arising from the ride	Riders Ride Leaders
21. Covid19 issues	COVID 19	All members and public	H	<ul style="list-style-type: none"> • Ride Leaders will outline the government's current COVID 19 protocols at the start of each ride. All members must observe the protocols for the duration of the ride 	M	N		Riders Ride Leaders