**ARCC Club Ride Risk Assessment**

Alba Rosa Cycling Club (ARCC) organise club rides to suit the varying abilities and experience of its members. ARCC wants all riders to have an enjoyable and safe experience when participating in a club ride.

What is set out in this document is a written record of our assessment of safety and risks and the actions we take to reduce and manage these risks. Many of the things mentioned below are considered to be common sense and laid out on the ARCC Members Facebook page but there may be information that is new and helpful to members. Importantly, in order to comply with the requirements of the club’s insurance all of these things have to be formalised into this Risk Assessment document. This will help towards protecting both our members and ARCC as a whole. There is always an element of risk when riding a bicycle, whether in a group or alone, however ARCC seeks –wherever possible - to protect members and the public from injury or incident.

The assessment is specific to ARCC and so does not include activities such as introducing beginners to riding. Members and guest riders are expected to be proficient and safe riders prior to joining a club ride and risks resulting from inexperience – for example, using cleats and gears - are not considered separately. Most of the risks below are therefore best managed by actions taken by the individual rider who should recognise that they have a duty of care to themselves and to others in the group. We strongly urge all riders to obtain appropriate 3rd party insurance as a minimum (i.e.through British Cycling membership). It should be noted that no liability shall be attached to Alba Rosa Cycling Club (including its officials and members) for any injury, loss or damage suffered. ARCC group rides will have a volunteer Ride Leader who plans and leads the ride, but the emphasis for safety is remains on individual riders.

**Risk Assessment**

**HAZARD =**something with the potential to cause harm.

**RISK** = the chance, great or small, of that hazard causing harm.

|  |  |  |
| --- | --- | --- |
| **S = Severity** | **L= Likelihood** | **Risk      R = S x L** |
| **1 = Low:**None or minor first aid injury | **1 = Low:**Seldom or never likely to happen | **1, 2 or 3** = **Low**.Risk is controlled as far as reasonably practicable by most riders and leaders following most guidelines |
| **2 = Medium**:Outpatient treatment injury | **2 = Medium**:Reasonably likely to happen | **4** = **Medium**.Risk is controlled by all riders and leader following all guidelines. |
| **3 = High**:Hospitalisation or fatal injury | **3 = High**:Extremely likely to happen | **6 & 9 = High.*****Do not start the ride! Further actions are required.*** |

**The Risk Assessment uses a High, Medium, Low indicator method.**It’s a careful examination of what in our club ride activities presents a hazard and could cause harm to people. It then identifies ways to reduce and manage these risks. These are the control measures to be implemented by all riders on a club run. This Risk Assessment is generic, that is, it is suitable for all non-competitive ARCC club rides. As the severity of a hazard cannot be reduced the control measures seek to reduce the likelihood of the hazard occurring.

**Risks and Control measures**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Activity/Hazard** | **Severity** | **Likelihood** | **Initial risk** | **Control measures to manage risk** | **Residual risk** | **Further action recommended/required** |
| **Action** | **Responsible Party** |
| Impact with ground, falling from cycle – e.g., due to:* rider fatigue, lack of food or drink.
* bad road surface, gravel, ice, wet, oil or diesel spill, etc.
 | High | Medium | High | * Each rider must familiarise themselves with the distance, pace and severity of the ride planned prior to making their decision to attend.
* Advance guidance on the ride expectations can be found in the ride events on the members’ Facebook page. In addition, a Ride Leader will provide an appropriate rider briefing at the starting point.
* Riders have responsibility for ensuring that they carry sufficient food / drink / energy gels for duration of ride. The ride leader will plan appropriate café and refreshment stops or state that none are planned in the advance information and at the briefing.
* Riders to carry money to purchase food / drink.
* If during a club run you (or you observe someone) become significantly fatigued or unwell, inform the Ride Leader immediately.
* All riders must pay close attention to the road surface and immediate environment at all times. Abilities in a group ride will vary and it is for each individual rider to consider the conditions and take individual action such as slowing down and dismounting.
* If conditions will be unsafe for group riding (i.e., icy), ride leaders will either postpone the ride to allow thawing or cancel the ride altogether.
* All Riders to only ride at a speed at which they are competent / confident particularly on descents.
* Riders at the front of a group shall communicate hazards as set out in club guidance/etiquette.
* Note that personal protection such as helmets and gloves may reduce injury in the event of falling off but do not prevent the incident arising. Helmets are mandatory on all club rides.
 | Low | N/A | N/A |
| Impact or collision with:1. motor vehicle / other road users
2. another rider in group
3. pedestrians, dogs or other cycle path users
4. wildlife – stray dog, farm animals, birds, etc.
5. (or being struck by) horses
 | High | Medium | High | * All riders must follow the Highway Code at all times including obeying traffic signals and signs.
* If poor visibility expected, wear bright clothing and use cycle lights.
* 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.
* Should the need to stop arise e.g. through puncture, then a place must be found sufficiently off the road for group to wait safely and the bike be attended to. Consider using person(s) at strategic points to warn oncoming traffic.
* Riders to use warnings and signals to warn of approaching vehicles and other hazards, ensuring these warnings 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.
* Do not let your front wheel overlap that of the rear wheel of the bike in front.
* Ensure cycle is properly maintained.
* Riders must give pedestrians priority and ride at a safe speed.
* On approach to a pedestrian from behind, riders must slow and warn that bikes are passing if this is necessary.
* Riders need to ride especially carefully when dogs are not on leads.
* Riders at front of group to be observant of such hazards and shout warnings to the group
* Lead riders to warn group, group to slow, warn horse riders of approach and pass wide and slow.
 | Low | N/A | N/A |
| Impact or collision due to being blown off cycle or being blown off course. | High | Medium | High | * This can be caused by wind or large vehicles passing close to riders.
* Riders to increase space between themselves in windy conditions.
* Ride leaders to consider cancelling rides in exceptionally high winds and to plan sheltered routes if wind is a problem.
* Ride leaders to avoid major roads with high numbers of large vehicles where possible.
 | Low | N/A | N/A |
| Hazards listed in this document encountered during the hours of darkness | High | High | High | * All riders to use road legal lighting during lighting up hours and wear bright clothing.
* Rear lights should be set on a non-flashing mode and low intensity to prevent distraction and ‘blinding’ of riders behind.
 | Low | N/A | N/A |
| Hazards described above involving new or guest riders | High | Medium | High | * Any guest / new rider must introduce themselves to the Ride Leader. As not all new riders will be aware of this, all club riders and the Ride Leader should look out for new riders attending the meet point for the first time and discuss with them prior to setting off their suitability for the ride.
* Club Members bringing a guest or new rider should make sure in advance that the rider is reasonably competent to take part in the ride planned. They should still introduce themselves to the Ride Leader.
 | Low | N/A | N/A |
| Falling off bicycle, colliding with other riders/vehicle due to bike malfunction and bike condition | High | Low | Low | * 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.
* Each rider to carry tools and spares appropriate to their bike. Recommended equipment is listed on the ARCC Members Facebook page.
* If a rider or Ride Leader has concerns about the condition of a rider’s bike before the ride commences, they may consider carrying out a bike assessment or asking the rider to leave the ride.
 | Low | N/A | N/A |
| Lone rider hazards (Assault, illness, injury, etc.)  –  rider stranded | High | Low | Low | * Riders must be prepared to take care of themselves should they become stranded due for instance to bike failure or otherwise become separated from the group. This means each rider preferably carrying mobile phone, knowing the route / general area, or having a map, and knowing public transport options for getting back.
* However, a Ride Leader shall not leave a rider stranded unless it is safe to do so or prior agreement has been reached. Particular care and thought should be taken with more vulnerable riders.
 | Low | N/A | N/A |
| Impact of road debris on riders' eye – insects, gravel, rain, mud etc. | Medium | Medium | Medium | * Each rider to consider wearing suitable eye protection to protect against insects, rain, sunlight and mud flicking up from their own bike and bikes in front.
* All riders are requested to fit mudguards when it is probable that conditions will be poor – for instance during the winter months.
 | Low | N/A | N/A |
| Hypothermia or heat stroke – Poor weather conditions | Medium | Medium | Medium | * Riders to assess weather conditions and dress / prepare appropriately and fit mudguards if considered necessary.
* Ride Leader to look up weather forecast prior to ride and consider any ride adjustments. Ride Leader should manage changing conditions during the ride.
 | Low | N/A | N/A |
| Known medical condition – I.e. Asthma, heart condition, sciatica etc. | High | Medium | High | * Riders with a known medical condition to ensure that an accompanying rider has sufficient knowledge of the condition to ensure their safety in the event of an incident. Inform the Ride Leader of the condition if you are happy to do so.
 | Low | N/A | N/A |
| Riding Abroad | High | Medium | High | * Trip organiser to research and communicate road and riding laws for trips abroad. Differences with UK laws may include: Riding on the right-hand side, giving way/priority to the right, road signs making it compulsory to use cycle lanes, wearing of helmets. All group to remind others during rides of these rules as easy to forget on setting out each day.
 | Low | N/A | N/A |
| Injury from falls or contact with vegetation etc. when off road riding | High | Medium | High | * Off road rides may include challenging surfaces requiring bike handling skills. Ride Leaders to describe routes fully when briefing, emphasising it is riders’ responsibility to adjust their riding accordingly and that group riding rules and signals may not be implementable off road. More space between riders required. Falls may be highly likely for some events – protective clothing will be required in these circumstances to reduce risk of injury.
 | Low | N/A | N/A` |
| **COVID-19 specific assessment** |
| **Activity/Hazard** | **Severity** | **Likelihood** | **Initial risk** | **Control measures to manage risk** | **Residual risk** | **Further action recommended/required** |
| **Action** | **Responsible Party** |
| Riders not receiving appropriate/accurate information in advance of the ride or not adhering to them. | Medium | Low | Low | * Activity guidelines and COVID-19 specific measures will be distributed to all members via regular updates on the Facebook page and will be included in the ride description for each event.
* Ride leader verification done at the start of each club ride. Compliance monitored throughout the ride by all riders.
 | Low | Continued publication of guidelines and expected behaviours | Social Coordinator |
| People gathering and unable to maintain social distancing protocols.  | M | L | L | * Riders attending need to notify ride leader of ride attendance - providing as much notice as possible - prior to the start times of attendance in order to manage numbers and keep record of those attending.
* Members that do not sign up ahead of time will not be able to join the ride.
* Ride groups will contain a maximum of 6 riders - if multiple groups are needed, separate meeting points/times will be determined and riders allocated a meeting point/time ahead of time.
 | Low | N/A | N/A |
| Transmission of infection | High | Medium | Medium | * All riders and their households are to be covid19 symptom free as per government heath guidelines – riders experiencing symptoms or who have tested positive are not to attend group rides.

<https://www.nhs.uk/conditions/coronavirus-covid-19/symptoms/>* Riders will follow government and British Cycling guidance and maintain a 1m+ distance from other riders.
* Maximum of 6 riders per group.
* All riders should carry a mask/face covering in case of a need to enter a building/facility or make use of a taxi.
* Riders must bring all necessary equipment and tools to ensure sharing is not required.
* If a rider begins to feel well, inform the ride Captain immediately and take measures to self-isolate.
 | Low | Any change to guidance or club stance to be communicated promptly and clearly. | Social coordinator/committee |
| A member becomes ill/tests positive for COVID-19 | High | Medium | Medium | * All riders must register attendance on the Facebook event ahead of the ride.
* If a rider falls ill, they must let the Club know immediately, either via a Facebook message or by contacting hello@albarosacc.com.
* The club will then contact other members who have attended the same rides within the last 2 weeks.
 | High | Protocol to be shared with members. | Social coordinator/committee |
| Local lockdowns are enforced, with organised sport allowed but mixed house socialising not recommended. | Medium | Low | Low | * Club rides will no longer include café stops, in order to avoid contact – as such riders will need to be prepared with sufficient food and drink to last the ride.
* Attendees will be warned in advance that there will not be a café stop.
 | Low | Club members to be warned that café stops are not allowed on club rides. | Social coordinator. |

**Incident Reporting:**

In the event of a significant incident or significant near miss, the Ride Leader should detail the circumstances and present this to the Social Coordinator or another member of the Committee. The report should be considered, account taken of any trends in incidents, and then 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.

All riders should carry an ICE contact number (In Case of Emergency) within their phone, saddle bag or on their person so others can use contacts if necessary – examples include wrist bands, phone lock screen, helmet tags, bike stickers etc.

All club members should consider their individual insurance needs and understand that the British Cycling insurance held by ARCC covers ride leaders not individual riders.