**Standard Risk Assessment**

**Caerphilly Cycling Club Risk Assessment Introduction**

Firstly, thank you for taking the time to read this document.

It goes without saying that looking out for one and other is very important and lies central to the ethos of the Caerphilly CC. ‘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** 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**

As a **Committee Member and/or 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.

For example:

• If you are a **Committee Member**, you must implement, discharge, communicate and review the clubs safety policy, risk assessments, training requirements etc.

• If you are a **Ride Leader**, you have agreed to lead a ride 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.

**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 committee or a nominated club official.

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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 Caerphilly Cycling Club (including its officials and members) and Caerphilly Cycling Club (including its officials and members) for any injury, loss or damage suffered.** | |
| Risk Assessment: Club Road Rides | Location: All Caerphilly Cycling Club Road Ride Routes and Gravel Rides  Document Reference: |
| Completed by: Shane Stenner  Date Completed: 04/01/2023  Next Review Date: 04/01/2024  Signed Off Date: 05/01/2023 | Other relevant Risk Assessment: NONE |

| Activity | Hazard | Who is at risk | Level  (H/M/L) | Control Measures  Recommended | Residual  Risk  (H/M/L) | FURTHER ACTION  RECOMMENDED/REQUIRED | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Y/N | what | Person  Responsible |
| 1. Pre-Ride | Equipment:  Conditions,  accidents | Rider & Public | M | * Cycles must be legal and roadworthy * Riders to carry out pre-ride checks, brakes, frame, steering, pedals/cleats, wheels & tyres * Tri-bars are not permitted on ANY club ride | L | N |  |  |
| 1. 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, these should not have been involved in a crash impact and are to be changed at manufacturer’s recommended intervals. * The wearing of eye protection is recommended * Mudguards are recommended during the winter months and for wet rides. | L | Y | Local or Met Office weather forecast | Riders |
| 1. Pre-Ride | Covid-19 (Coronavirus) | Rider & Public | H | * Riders shall not attend any club rides if they have any symptoms of Covid-19 or are in any phase of isolation. * Each ride group to have their own meeting place within the Twyn car park to ensure social distancing (2m) is achievable. * 2m social distancing between riders will be maintained. * If any rider displays symptoms, they will be asked to return home immediately. * Ride Leaders shall send a list of all riders in the group to a specific CCC email address to assist in track and trace should any person subsequently advise they may be at risk of Covid-19 exposure. * Riders should where possible have a face covering and hand sanitiser for use. | L | Y | Ride Leaders email list of riders before starting the club ride | Ride Leaders |
| 1. Pre-Ride | Equipment: Communication,  stranded | Rider | L | * Mobile phone or money for public phone to be carried * Riders to have ICE numbers either in the phone or on person/visible on top tube * Riders to be familiar with route and be aware of where they are at all times | No Risk | N | Route may be available on Facebook in advance |  |
| 1. Pre-Ride | Equipment:  Food/Drink | Riders | L | * 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/drink | No Risk | Y | Briefing, giving  length of ride distance and any stops  See point 9 | Ride leader  Riders |
| 1. Pre-Ride | Preparation:  Health | Rider | M | * Riders to ensure they are aware of the distance/pace of the ride and are of sufficient level of fitness to complete ride * Do not start any ride if you feeling unwell or you are not able to complete it. * If during the ride you feel unwell, inform the ride leader immediately | L | N | See point 4 and 5 |  |
| 1. Pre-ride | Group size/  Riders experience:  Accident, traffic problems, Covid-19 | Riders and Public | L | * Group to be split at ride leader’s discretion, maximum of 4 riders per group * Groups should be split according to ability and speed * 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 * 2m social distancing must be adhered to at all times if applicable. | L | Y | If ride leader not available, ride leader should be chosen from regular experienced rider  within the group |  |
| 1. Pre-ride | New/Guest Riders | Riders and Public | M | * Any guest/new rider must introduce him/herself to the ride leader * Guest/new rider must be conversant with the Risk Assessment and acknowledge this document before becoming a member | M | Y | Consider inviting a competent rider and club member to ride with guest. Rider to teach ride/club protocol during the ride (see also point 7) |  |
| 1. Pre-ride | Communication | Rider | M | Ride Leader to undertake a pre-ride briefing for all riders to cover;   * An overview of the route, any stops, likely duration and distance * Any known route hazards, diversions or other considerations * Any issue relevant to the weather (wind/frost/ice) * Check for presence of new members or guests * 2m social distancing reminder if in force. | L | N |  | Ride leader |
| 1. 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 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 | Consideration is given to cancelling club ride if the roads are icy and publicised via social media.  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 ride off  b) change the route  c) Stick to main roads if they are clear of ice. | Club Secretary/Ride leader  Ride leader |
| 1. Ride | 3rd Party Claim Arising From Accident /Mishap | Rider | L | * Caerphilly Cycling Club recommends that all of its members are covered for 3rd party claims via an appropriate insurance policy e.g., British Cycling / Cycling Tourists Club | L | N |  |  |
| 1. 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.  Also report matter to the Secretary so that the club have record of location and circumstances for future reference. | Rider  Ride leader |
| 1. Ride | Stopping | Riders and Public | M | * 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 | Stopping |  |
| 1. Ride | Passing horse | Riders/  Horse rider | M | * On approach to a ridden horse, and in good time, the lead rider should warn the horse and horse rider by verbal communication that a human(s) is present and behind them. Thereafter proceed and pass by wide and 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. * Do not use your bell. | L | N |  |  |
| 1. Ride | Cycle trails | Rider  and  Public | M | * 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. * Lead riders should be extra vigilant for obstacles ahead and relay this to the following group. | L | Y | See points  11,13,16 | Rider  Ride Leader |
| 1. Ride | Event of  accident | Riders | M | * 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. * If injured cyclist is unable to continue, one 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 committee must be informed after the event and as soon as practical | L | Y | Report to the committee | Ride Leader |
| 1. Ride | Road rage | Rider and Public | M | * Stay calm – if other road users actively show aggression, try to keep your emotions in check, be mindful of your tone and body language. * Don’t retaliate – Refrain from shouting back or getting in to an argument. Do not touch the other person or property. * Remove yourself from the situation – If harassment is persistent, remove yourself from the situation and keep your distance, take another route home or get off your bike. * Report the incident – Know your rights and if you witness dangerous behaviour, report to the police. * Consider investing in a ‘dash-cam’. | L | N |  |  |
| 1. Ride | Electric bikes | Riders and public | M | * E-bikes must have pedals that can be used to propel it. * The electric motor should not be able to propel the bike when it is travelling more than 15.5 mph. (No de-restricting) * The motor maximum power output shall be no more than 250watts. * E-bikes must display one of the following: a. The power output or manufacturer of the motor; and b. The battery’s voltage or maximum speed of the bike * Riders should be aware of potential increased closing speeds, especially on inclines and on initial acceleration e.g., setting off from a standing start. * Ensure other group riders are aware that there is an e-bike in the group. | L | Y | Report to the committee any safety matters that arise for from the use of E-bikes | Ride leader |
| 1. Ride | Covid-19 (Coronavirus)  When applicable | Riders and public | M | * 2m social distancing to be adhered to during rides and any stops. * Maximum of 4 riders in any group to prevent being a road nuisance. * Do not share equipment or clothing. * If anyone becomes ill with symptoms during the ride they should advise the ride leader and leave the ride immediately. * Riders should cover your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze. * No spitting or clearing your nose in to the air. * In the event of a mechanical issue riders should fix their own bike. If this is not possible the gloves and/or hand sanitiser should be used. * In the event of a rider requiring first aid, first aiders should wear a face covering and gloves. | L | Y | Inform the Committee if any rider leaves a ride due to Covid-19 symptoms or if any riders have encroached within 2m | Ride leader |
| 1. Post-Ride |  |  |  | * 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 committee member/club official privately, via official email channels. |  |  | Report to the  committee any  matters arising  from the ride | Ride leader |
| 1. Pre Ride | Equipment:  Suitability | Rider | L | * Cycles and parts (e.g. tyres) used for off-road rides must be designed for that specific purpose i.e. cyclo-cross or mountain bikes, with off-road tyres. * For Night rides lights must be suitable for illuminating the route, 1 helmet and 1 bar light is recommended. They should have enough battery life to cover a 3 hour ride. Rear light is required on roads but may be switched off while not on roads to prevent dazzling the rider behind. * For winter riding extra warm kit should be carried in case of prolonged stops. A space blanket/emergency bivi bag will be required in case of injury. (Possibly also on a road ride in winter) * Gloves and eye protection are strongly advised while Gravel riding. * Consider your choice of reflective clothing for night rides compared to commuting.   **Gravel Rides** | L |  | Report to the  committee any  matters arising  from the ride | Ride leader |
| 1. Ride | Natural trail features e.g. roots, rocks and drops | Rider & Leader | H | * Riders must ride single file and leave large stopping gaps between each other when entering trails that have hazardous natural features e.g. single-track * Club rides may ride any trail sections rated under the British Cycling mountain bike trail grading system however this information should be communicated to the group to allow riders to walk sections if required. These sections should not be the aim of the ride and should not be sustained. They should be viewed as a means of getting to the next section of gravel/traffic free riding. * Riders must think carefully of the impact of a crash on the whole group if they wish to ride these sections of trails at their own risk. If in doubt, walk. * The ride Leader should announce any trail features they are aware of before entering a section of trail * Riders should announce any natural hazards for any riders following them * Riders are responsible for riding within their own ability and should stop and dismount where a section would put them at risk of falling * Routes local to Caerphilly will require careful approach from ride leaders and participants due to the ever-changing nature of the terrain and hazards.   **Gravel Rides** | H | Y | Report to the  committee any  matters arising  from the ride | Rider, |
| 1. Ride | Man-made trail features e.g. jumps, berms, drops, rock gardens and board-walks | Rider and leader | H | * Riders must ride single file and leave large stopping gaps between each other when entering trails that have hazardous natural features e.g., single-track * Club rides must not ride any trail sections rated Red or above under the British Cycling mountain bike trail grading system. Riders must leave the club ride if they wish to ride these sections of trails at their own risk * Routes with small drops or jumps should only be used for club rides if they have alternative routes to ride around them * The ride Leader should announce any trail features they are aware of before entering a section of trail * Riders should announce any natural hazards for any riders following them * Riders are responsible for riding within their own ability and should stop and dismount where a section would put them at risk of falling * All signs and instructions must be followed | M |  | Report to the  committee any  matters arising  from the ride | Rider & Ride leader |
| 1. Ride | Access Rights | Public | L | * Routes must not trespass and may not use private property unless there is a right-of-way or permission has been given (e.g., a dedicated trail centre) * It is the responsibility of riders to observe no cycling signs, including dismounting on any public footpaths | No Risk |  | Report to the  committee any  matters arising  from the ride | Ride leader & rider |

**Gravel Rides**