



RISK ASSESSMENT

Version - 3A

DATED

6th October 2009

STATUS

ACTIVE & CURRENT / ~~DRAFT, ISSUED FOR COMMENT / SUPERSEDED~~

PREPARED BY

B. Costello

UPDATED BY

REVIEWED AND PROPOSED BY _____ **Redhill Cycling Club Safety Officer**

Approved by Committee

Yes / ~~No~~ / ~~Redraft~~

Chairman's Signature

Date

Review date

6th September 2009 for approval by 6th October 2010



RCC Risk Assessment Introduction

A risk assessment is an important step in protecting our Club members and our Club, as well as complying with the law. It helps us focus on the risks that really matter in our sport – the ones with the potential to cause real harm. In many instances, straightforward measures can readily control risks, for example learning the shouts / calls & hand signals whilst cycling. For most, that means simple, cheap and effective measures to ensure our most valuable asset – our Club members - are protected.

The law does not expect RCC to eliminate all risk, but we are required to protect people as far as **‘reasonably practicable’**.

What is Risk Assessment?

A risk assessment is simply a careful examination of what, in our sport, could cause harm to people, so that we can weigh up whether we have taken enough precautions or should do more to prevent harm. Club members and others have a right to be protected from harm caused by a failure to take reasonable control measures.

Accidents and ill health can ruin lives and affect our Club too if insurance costs increase or we have to go to court. We are legally required to assess the risks in our sport so that we put in place a plan to control the risks.

The most effective ways of reducing cyclist accidents and casualties are to improve the behavior and instruction of drivers, improve the behavior and instruction of cyclists and to provide safer cycling environments. This risk assessment caters for the cycling interfaces only. As a club and we would rely on our committee and our governing body to promote our interests and concerns concerning other road users and the cycling environment.

Duties of Care

As a **Committee Officer / Ride Leader**, you have accepted the responsibility of leading others. You owe them a duty 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 fulfill 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 agreed to lead a ride you must take reasonable measures to see that the ride is reasonably safe. e.g Training, Helmets (*Subject to RCC vote*), Bright clothes, back lights if required etc.

It is also important to note that **individual members** of the club have a duty of care to themselves.

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. Clearly, one is not expected to guarantee the safety of others, merely to act reasonably.

No.	Hazard Identified	Consequences	Likelihood			Control Measures	Additional Control Measure
			Low	Medium	High		
1	Preride Lack of equipment.	Breakdown / unable to continue.		M		<p>Each rider should have adequate tools to fix common mechanical problems; you can not rely on other members to have tools.</p> <p>Minimal Tool kit:</p> <p>A pump or way of inflating tyres.</p> <p>At least one inner tube and dependant of location conditions / weather we recommend two number. Minimum of two tyre levers.</p> <p>Allen keys or multihued spanner as appropriate to your cycle.</p> <p>Ride leader – Carry first aid kit. Ensure kit list is fully stocked. Gloves must be worn at all times when treating an injury.</p>	<p>To be included in general guidelines to Ride Leaders.</p> <p>Ride leader – Carry first aid kit. Ensure kit list is fully stocked. Gloves must be worn at all times when treating an injury.</p> <p>Recent experience 17/08/2009 - Foil blanket required to treat shock / cold</p>
2	Preride Lack of communication	Abandonment, Lost. Unable so locate family / loved ones		M		<p>Bring your mobile phone.</p> <p>Add ICE (In case of emergency) number within phone. So others can access if required.</p> <p>Ensure the ride leader has your phone number. (TBA) Emergency contact numbers are filled within the RCC membership / signing on forms.</p>	<p>Bring enough money for tea stop, taxi, food and drinks.</p>
3	Pre ride Bike Shoe Cleats	Falls		M		<p>Practice and familiarise with new cleats before riding with a group. Check de-tension adjuster if cleats are too tight. Practice unclipping and stopping. Always unclip early if anticipating a stop</p>	
4	Preride Condition of bikes	Accident causing injury to you, fellow member or third party		M		<p>Cycles must be legal and roadworthy in all respects. Carry working front and rear lights when necessary. (See point 5)</p> <p>Pay particular attention to condition of brakes. Inspect your bike prior to meet. Check condition and pressure of both tyres.</p>	<p>Carry out regular servicing intervals. Service the bike after any accident. RCC know mobile mechanics and recommend certain repair shops</p>

No.	Hazard Identified	Consequences	Likelihood			Control Measures	Additional Control Measure
			Low	Medium	High		
5	Inappropriate clothing	Not seen by other road users. Accident Serious injuries Death		M		Riders should wear appropriate cycling (Bright and loud colouring) and be prepared for changes in weather conditions. E.g. Carry high visibility waterproofs. When cycling at dusk or in poor visibility, riders should wear light coloured or high visibility clothing such as reflective vests or belts. Front and rear Flashing micro lights are recommended. Plan safe time limits ahead of ride.	Ride leader that travel by car to meet point, consider having a spare helmet & high viz in the car to issue to new rider if dressed inappropriately Remember to check batteries before you set off
6	Group sizes	Accident causing injury to you, fellow member or third party		M		Number of riders per ride at the Ride Leader's discretion Back marker to be nominated when group is deemed large / varying levels / new route etc.	If circumstance do not allow to split a large group – Use a familiar route known to most riders. E.g. Tulleys Farm route. On country lanes, locally split the group (50m apart) to allow a passing space for vehicles.
7	Lack of drinks / Food	Dehydration, Run out of energy, accident	L			Ensure that you carry water / hydration drinks / food. Make plans for drink / food stops if required. Re-hydrate after ride.	Bring money to buy emergency drinks and food
8	Meeting point – Blocking footpaths, Sign for the ride, moving off.	Accident. Complaint from the public. Bad publicity.	L			Do not obstruct the pavement for pedestrians / disabled or any other members of the public. Chose your ride group and leader and follow his / her instructions. Do not move ahead of the ride leader in case he / she wants an initial private group brief.	Ride leader - private group brief. Chose a safe stopping point. (See point 22)
9	Lack of stability	Accident causing injury to you, fellow member or third party			H	Tribars: The use of all forms of spinaci bars and tribars are strictly banned from club rides. Whilst the club accepts they may be permanently attached to cycles, they must not be used during a ride as they can cause instability in some circumstances which may be dangerous whilst riding in a group and are a long way from the brakes.	

No.	Hazard Identified	Consequences	Likelihood			Control Measures	Additional Control Measure
			Low	Medium	High		
10	Preride Falls, slips	Head injuries		M		<p>The wearing of a EN standard cycle helmets is essential. The helmet is to conform to the latest regulations. Do not wear helmets previously involved in any previous accidents and or has visible damage. Helmets to be replaced every two years. (Plastic deterioration)</p> <p>Duty of care on rider to ensure correct and secure fit Wear mitts / gloves</p>	For roads - Remove detachable helmet peaks.
<p>Above risk is currently under review / vote by RCC members. "Helmets to be mandatory (except on medical and religious grounds) for Redhill Cycling Club members and guests when participating in RCC organised rides."</p>							
11	Preride Lack of Preparation by Ride Leaders	Lost, increase of risk hazards		M		<p>Ride Leaders to be conversant with ride details in terms of: Precise Route. Destinations. Distance and approximate timings Refreshment locations Known hazards such as steep hills and open moorland containing sheep, etc.</p>	Ride Leaders to carry route plan and provide additional copy to volunteering rear marker
12	Preride New / Guest riders - Lack of knowledge	High risk of accident			H	<p>Any guest / new rider must introduce him / herself to the ride leader. (Also see point 4) New members should contact the club in advance to be verbally assessed for ride standard.</p> <p>Inviting a competent rider and club member to ride with guest rider and teach ride / club protocol during the ride. ("Buddy" System) Ride leader to give short safety briefing to Guest rider. To be included in general guidelines to ride leaders.</p>	<p>Guest / new rider must converse / be conversant with this risk assessment and acknowledge this document / club safety policy before becoming a club member.</p> <p>Ride leaders to give a cautionary visual inspection to the guest riders attire and equipment. Any major safety issues to be pointed out in a professional manner.</p>
12a	Preride Club members medical condition	Medical emergency / adverse reaction to First Aid		M		<p>New members to report medical condition to ride leader especially if the ride leader is new to you. Ride leader to assess risks and mitigate any risk in so far as reasonable practicable</p>	Duty of care on the Individual

No.	Hazard Identified	Consequences	Likelihood			Control Measures	Additional Control Measure
			Low	Medium	High		
13	Ride Lack of ride discipline or failure to comply to accepted standards.	High risk of accident			H	<p>Know and conform to Highway Code Riders should ride no more than two abreast unless overtaking. Riders should endeavour to ride smoothly and not brake without warning if it can be avoided, your actions have impacts on the riders behind you; remember that the club promotes safe cycling. Ride in single file on busy roads and under circumstances where it would be otherwise dangerous or difficult for drivers to pass (defer to Ride Leader's judgement).</p>	To be included in general guidelines to ride leaders
14	Ride Specific hazards created by road surface situations (such as pot-holes, gravel, wet leaves, fords etc)	Accident causing injury to you, fellow member or third party			M	<p>Front rider, when safe, to call / shout as appropriate and signal with left or right hand. Warning to be repeated (If it is safe) by those following.</p> <p>Pot "holes" - pointed signal Undulated / rutted road - pointed downward fist shake with an open hand. "Ramp" / sleeping policeman - downward arm with a waving an up and down fashioned horizontal hand. Stationary vehicle on the left / right – Using the appropriate arm behind the back. Wave the rider behind away from the obstruction.</p>	In the case of fords, it should be noted that the road surface beneath the water may not be suitable for cycling, due to defect or slippery nature and safety may be impeded due to depth of water.
15	Ride Group Riding - Calls	Accident causing injury to you, fellow member or third party			M	<p>Slow down "Slow" or "Easy" - one hand extended to pat a invisible dog "Stop" - Hand straight up in the air "Left" or "Right" - Change in direction / turn Elbow flick - seen at races, where rider at front feels he has finished his turn and expect an rider from behind to come through and lead. He then can peel off.</p>	

No.	Hazard Identified	Consequences	Likelihood			Control Measures	Additional Control Measure
			Low	Medium	High		
16	Ride Group Riding - additional signals	Accident causing injury to you, fellow member or third party		M		<p>Learn to communicate within the group. Obvious shouts</p> <p>"Slow" or "Easy" when slowing</p> <p>"Braking" when braking</p> <p>"Single" when road / traffic is adjudged to be dangerous</p> <p>"Clear" if junction is safe to cross / turn. Immediately shout "Stop" if situation changes and traffic appear. Do not use the shout "Not Clear" as some of this shout might not have been fully heard due to weather conditions or traffic noise</p>	
17	Ride Group Riding - Consistency	Accident causing injury to you, fellow member or third party		M		<p>Ride consistently - be aware of those around you and remember your movements will affect everyone in the group. E.G. If you get out of the saddle on a climb then you back wheel typically drops back around 150mm / 6in.</p> <p>Pedal continuously at a pace and cadence consistent with those ahead and when you lead try and maintain same pace</p>	Adjusting ride intensity to suit ability of riders present.
18	Ride Group Riding - Riding close	Accident causing injury to you, fellow member or third party		M		<p>Do not let your front wheel overlap the rear wheel of the front rider. Learn to stay at a confront able but safe distance away from the rear wheel. Learn to look up and relax. If your are nervous then ride to one side of the rear wheel.</p> <p>Change of speed where possible should be gradual. Do not finger your brakes.</p> <p>When riding two abreast - maintain an even pace and stay level. Do not up the pace when a rider draws level with you. ("Half wheeling")</p>	
19	Ride Motor vehicles approaching group on narrow roads from front or rear	Accident causing injury to you, fellow member or third party		M		<p>Warn of approaching / overtaking vehicle by rear marker shouting "Car up" and warn of oncoming vehicle by shouting "Car down".</p>	This shout can be followed by "Single" when road / traffic is adjudged to be dangerous

No.	Hazard Identified	Consequences	Likelihood			Control Measures	Additional Control Measure
			Low	Medium	High		
20	Ride Weather Conditions / Environment Icy Roads Wet roads Surface Conditions Cold Weather Hot weather	Accident causing injury to you, fellow member or third party Hypothermia Hot weather Dehydration	L L	M M	H	Exercise due care and attention to road surface conditions Wear waterproof clothing Exercise due care and attention to road surface conditions Hypothermia Wearing warm +/- clothing. (Layer clothes if required) Wear sun block / cover exposed skin / Prevent Dehydration (See point 7)	Leader to get weather forecast and assess conditions pre-ride All riders to take note of changing weather conditions such as rain, snow and wind as it can have an adverse effect upon stability and overall safety. Ride Leaders will give instructions for riding safely in adverse weather, the ride is to be temporarily halted to await change in conditions, or otherwise abandoned.
21	Ride Road intersections, roundabouts and junctions etc.	Accident causing injury to you, fellow member or third party		M		On observing a road junction warning sign, assess the junction type (type, traffic, visibility into junction) and ease the speed of the ride as appropriate. On approach, try to establish eye contact with driver(s) waiting at, or approaching the junction from a minor road on your left, to encourage them to give way.	
22	Ride Choice of stopping places	Stopping point locations dangerous		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 "victim" 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.	To be included in general guidelines to ride leaders.

No.	Hazard Identified	Consequences	Likelihood			Control Measures	Additional Control Measure
			Low	Medium	High		
23	Ride Traffic held up behind the group.	Accident causing injury to you, fellow member or third party		M		Ride Leader or rear marker to give positive instruction to open gaps in the ride (at least 30 metres between groups of about five riders) to assist traffic in safely passing the group. Give positive instructions to ride in single file when road/and or traffic conditions dictate.	To be included in general guidelines to ride leaders. As above.
24	Ride Farm animals on carriageway or in vicinity.	Accident causing injury to you, fellow member or third party		M		In the countryside, it is common to encounter FARM ANIMALS/ WILD ANIMALS road. In the case of loose animals on the carriageway or in the general vicinity, front riders to shout warning, reduce speed and point in direction of animal. The warning to be passed back by following riders. If calves are encountered, be wary of over protective mothers.	To be included in general guidelines to ride leaders.
25	Ride Horses on carriageway or in vicinity.	Accident causing injury to you, fellow member or third party		M		In addition to the above 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. 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(s))	To be included in general guidelines to ride leaders.
26	Ride Lack of clear signals	Accident causing injury to you, fellow member or third party		M		Ride Leader must give directional hand signals to the group and other road users in good time. Verbal directions should be given to a rider abreast. Leaders to provide loud verbal warning of approach to a major road, dual carriageway, mini roundabout, ford etc. Leaders to provide loud verbal warnings in situations where high risk are known about / encountered. E.g. "ICE" - Ice "EASY / SLOW" Steep down hill gradients "GRIT" Excessive grit on the road	To be included in general guidelines to ride leaders.

No.	Hazard Identified	Consequences	Likelihood			Control Measures	Additional Control Measure
			Low	Medium	High		
31	Ride Management of group			M		<p>When riding as part of a group, always allow for riders following behind. Groups should allow appropriate gaps in traffic and slow to all enough time for the entire group to negotiate obstacles. Riders at the back of a large group will be affected by the "concertina effect" which means they will have to slow a lot more than those in front to negotiate an obstacle. The rider at the front should slow or even stop at the next appropriate place to allow the group to reform. Should the group split due to any circumstances, riders should slow down or find a safe place to stop and reform before proceeding. The group has an obligation always to stop and assist any of its riders suffering from mechanical or physical problems.</p> <p><i>The group should always wait for the last rider unless the rider requested to be left, or an agreement made. (with the consent of all riders on the ride and the ride leader that this will not happen)</i> <i>e.g. Sporting Ride</i></p>	To be included in general guidelines to ride leaders. (all sections in this category)

No.	Hazard Identified	Consequences	Likelihood			Control Measures	Additional Control Measure
			Low	Medium	High		
32	Others Dealing with emergencies and reporting procedures.				H	<p>Take charge</p> <p>Assess accident. Are people / injured party still in danger? Move people / injured person if require to a safer place</p> <p>Sent out warning parties up and down the road to slow down / warn traffic / other cyclist of the danger ahead. Assess injured party, do not move the person, do not offer drinks. (If first aider present, let that person take charge of injured party. Remember, keep talking and reassuring the injured person. Keep them conscious. If required, Sent any free cyclist to locate road name via road sign / members of the public.</p> <p>If necessary, Call 999. (Emergency services can locate your mobile phone position if you are unclear of location.)</p> <p>Describe nature of injury and seek advice. Wear gloves at all time when treating blood injuries. Check bike for damage Common sense and judgement is required if rider declares himself / herself ok. Keep under observation</p>	To be included in general guidelines to ride leaders.
33	Others Accident Reporting				N/A	<p>Riders - Report any other safety alerts that might affect RCC rides. Use the forum for example to post the alert. E-mail the Safety Officer.</p>	Ride Leaders - Take notes when you can after the accident. Report to Safety Officer on any lessons that can be learned so that it can be posted / put on to this updated risk register.
34	Others Children under the age of 18				N/A	<p>Parental consent form required signing by legal Guardian. Child Welfare Officer to be informed and briefed / inform Ride Leader of procedures.</p>	This will take a time to sort out.
						<p>If the legal Guardian can ride with the minor then there is no child welfare risk. It is best if the legal Guardian can ride first with the club on his own so that he can see the risks and learn before he / she introduces the minor into the ride.</p>	