



---

**Andover Wheelers Cycling Club**

**Risk Assessment -  
Clubruns**

---

Document Reference: **AW-Clubrun Risk Assessment-V003**

Release Date: **05/01/2021**

## Document Details

General Detail	
<b>Abstract</b>	This Risk Assessment been produced to identify, define and specify mitigation measures for the risks involved in regular club rides. Once approved by the Committee it will be published on the Andover Wheelers website.
<b>Author</b>	Simon Healey (Club Captain)
<b>Verifier</b>	Marie Simmonds (Club Secretary and BC Breeze Ride Leader)
<b>Owner</b>	Andover Wheelers Cycling Club

Document History			
Ver	Date	Amendment	Next review date
00A	23/07/2020	First draft.	-
001	27/07/2020	First issue to membership.	27/01/2021
002	23/12/2020	Second issue due to a change of government Covid rules. Andover moves to 'Tier 4' at 00:01 on 26/12/2020. In accordance with British Cycling <b>“All club, group and recreation programme activities in England in ‘Stay at home’ Tier 4 areas are suspended.”</b>	23/06/2021 or when Government or British Cycling rules/guidance change. Whichever is sooner.
003	05/01/2021	Third issue: Due to government implementation of extra Covid measures from 00:01 05/01/2021. Whole of England moved from 'Tier 4' to 'Tier 5 Lockdown'. <b>Club activities remain suspended.</b>	05/06/2021 or when Government or British Cycling rules/guidance change. Whichever is sooner.

## Introduction

Andover Wheelers Cycling Club (Andover Wheelers) organise club rides to suit the varying abilities and experience of its members. Andover Wheelers wants all participants on its rides to have an enjoyable experience. The Andover Wheelers 'Membership Rules' document contains guidance for its Members for participation in clubruns. Following those 'rules' deliver safe and enjoyable riding. The 'Membership Rules' document can be found on the club website.

As Andover Wheelers members we must look out for one another and share information about bike and riding safety in an informal, supportive and polite way, often discussed during social bike rides. 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 we will already do and are what might be considered as common sense and is what we already do. Nonetheless 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 Andover Wheelers as a whole. Cycle rides always have an element of risk and these may be higher than many other activities in normal life, however Andover Wheelers seeks to protect members and the public from injury or loss as far as is reasonably practicable.

The assessment is specific to Andover Wheelers, and does not include activities such as learning the basics of riding a bike, or instruction in the highway code. Andover Wheelers members and guest riders are expected to be experienced riders. Inexperienced rider's risks resulting from, for instance, using cleats and gears, are not considered. A number of the risks in this risk assessment are managed through ride planning, including weather assessments, by the Ride Leaders. Some risks are managed through controls exercised by the Ride Leader. The majority of the risks are managed by actions to be taken by individual participant Riders who should recognise that they have a duty of care to themselves and to others in the group. Whilst most Andover Wheelers group rides will have a Ride Leader, the emphasis for safety is necessarily on individual riders.

HAZARD = something with the potential to cause harm

RISK = the chance, great or small, of coming into contact with that hazard

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 Andover Wheelers club rides. As the severity of a hazard cannot be reduced the control measures seek to reduce the likelihood of the hazard occurring (RISK).

Severity	Likelihood	Risk Score (R=SxL)
<b>1=Low</b> None or minor injury	<b>1=Low</b> Seldom or never likely to happen	<b>1, 2 or 3=Low</b> Risk is controlled as far as reasonably practicable by most riders and leaders following most of the guidelines
<b>2=Medium</b> Injury requiring outpatient treatment	<b>2=Medium</b> Reasonable likely to happen	<b>4=Medium</b> Risk is controlled by all riders and leaders following all the guidelines
<b>3=High</b> Hospitalisation or fatality	<b>3=High</b> Extremely likely to happen	<b>6 or 9=High</b> Risk is high – Do not start the ride! Further actions are required to reduce the risk to medium or low

Hazard	Uncontrolled Severity	Uncontrolled Likelihood	Uncontrolled Risk	Mitigation Measures	Person Responsible	Controlled Severity	Controlled Likelihood	Controlled Risk
Covid19 infection.  England placed into 'Lockdown'.	3	2	6	Riders must not join rides if they display any Covid-19 symptoms, if someone in their household does, or they are in the extremely vulnerable category.	Rider	3	1	3
				Strong hand hygiene to be practiced.	Rider			
				Riders must practice good respiratory hygiene (ie coughing/sneezing into a tissue or the crook of an elbow).	Rider			
				Ensure that all those involved maintain social distancing.	Rider			
				Ensure that meeting points and planned stop points are sufficiently large to allow for adequate social distancing and separation between groups.	Ride Leader			
				Groups must be limited in number of people in accordance with Government rules and guidance. WE ARE CURRENTLY IN 'LOCKDOWN' MEANING A MAXIMUM GROUP SIZE OF TWO with the exception of a single household. (In which case no other from outside that household).	Ride Leader/ Rider			
				The route and duration of the ride must be in accordance with Government rules and guidance. WE ARE CURRENTLY IN 'LOCKDOWN': YOU SHOULD ONLY LEAVE HOME TO EXERSICE A MAXIMUM OF ONCE EACH DAY AND "STAY LOCAL" TO HOME.				
				Riders must provide all their own equipment and refreshments if possible and avoid sharing the like of water bottles and food.	Rider			
If a rider develops symptoms of Covid-19, they should stop taking part and follow the Gov't "test & trace" guidelines. Any participant developing symptoms after a session should notify the organiser/leader or Club Membership Secretary so that other members of the group can be advised and all should	Rider							

				refer to the latest NHS advice.				
Impact with ground, falling from cycle due to fatigue (inc. lack of food or drink).	3	2	6	Each rider must familiarise themselves with the distance, pace and severity of the ride planned prior to making their decision to attend.	Rider	3	1	3
				To assist this decision, information is provided prior to the ride on the Club's website and/or social media. In addition, a briefing will be provided at the starting point.	Ride Leader / Club Captain			
				Riders have responsibility for ensuring that they carry enough food / drink / energy gels for duration of ride.	Rider			
				The ride leader will plan appropriate café and refreshment stops or state that none are planned in the advance information and at the briefing.	Ride Leader			
				Riders to carry means to purchase food / drink.	Rider			
				If during a club run you (or you observe someone) become significantly fatigued or unwell, inform the Ride Leader immediately.	Rider			
Collision with other road user. (Motor vehicle, pedestrian, horse rider, cyclist etc.)	3	2	6	Routes are planned to avoid known hazardous rights of way, busy roundabouts, blind bends and summits, narrow lanes and avoiding dates of special events and road works.	Ride Leader	3	1	3
				All riders must follow the Highway Code at all times including obeying traffic signals and signs.	Rider			
				If poor visibility expected, wear bright clothing and use cycle lights.	Rider			
				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 sufficiently off the right of way for group to wait safely and the bike be attended to.	Rider Leader			

				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. ("Car-down" to warn of vehicle approaching from front, "Car-up" when it's approaching from behind).	Rider			
				When approaching horse rider(s) lead riders to warn group, group to slow, warn horse riders of approach, pass wide and slow or stop to allow horses to pass or take instruction from a horse rider. Always give way to horses!	Rider			
Collision with other riders in the group.	3	2	6	Riders must follow the 'rules of riding' as set out in the Membership Rules document.	Rider	3	1	3
				When there are inexperienced riders, consideration should be given to reducing the size of group.	Ride Leader			
Impact with ground – Falling due to bad surface (eg. gravel, ice, pothole, oil etc.)	3	2	6	Routes are planned to avoid known hazardous roads. Routes are reviewed before the ride considering the weather forecast, and rides rerouted, delayed, or cancelled if risk is too high.	Ride Leader	3	1	3
				All riders must pay close attention to the road surface and the immediate environment. 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.	Rider			
				All Riders to only ride at a speed at which they are competent / confident particularly on descents.	Rider			
				Riders shall communicate hazards to other members of the group.	Rider			
				Note that the use of personal protection such as helmets and gloves may reduce injury in the event of a fall but do not prevent the incident arising. British Cycling strongly recommend wearing an approved cycling helmet.	Rider			
Collision or fall due to being	3	2	6	Routes are planned to avoid major roads	Ride Leader	3	1	3

blown off course. (Strong winds or draft from large vehicle)				where high numbers of large vehicles are expected.				
				Routes are reviewed before the ride considering the weather forecast, and rides rerouted to more sheltered routes, delayed or cancelled if risk is too high	Ride Leader			
				Riders to increase space between themselves in windy conditions.	Rider			
Collision with an animal.	3	1	3	Riders at front of group to be observant of such hazards and shout warnings to the group.	Rider	3	1	3
Hazards listed above encountered at night.	3	2	6	All riders to use road legal lighting during lighting up hours and wear bright clothing.	Rider	3	1	3
Hazards listed above involving an inexperienced rider. (Either new to cycling or to the club).	3	2	6	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 guidance.	Rider and Club Official	3	1	3
				On introductory rides where there are a higher number of new riders, group size will be limited to a maximum of 10 riders per leader	Ride Leader			
Fall or collision due to bike malfunction or poor condition.	3	1	3	Cycles must be roadworthy. Riders to inspect their cycle prior to each ride paying particular attention to brakes, frame, steering, pedals / cleats, wheels and tyres.	Rider	3	1	3
				Each rider must carry tools and spares appropriate to their bike.	Rider			
				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.	Rider / Ride Leader			
Lone cycling. (Illness, injury etc when abandoned by the group).	3	1	3	Club rides are intended as group rides, riders should communicate up the group to inform the leader of anybody being dropped or stopping.	Rider	3	1	3
				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	Ride Leader			

				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.				
				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 identification and emergency contact number, mobile phone, knowing the route / general area, or having a map, and knowing public transport options for getting back.	Rider			
Damage to eyes from road spray, insects, grit etc.	2	2	4	Each rider to consider wearing suitable eye protection to protect against branches, insects, rain, sunlight and mud.	Rider	2	1	3
				All riders are requested to fit mudguards when it is probable that conditions will be poor – for instance during the winter months.	Rider			
Hypothermia, sun burn or heat stroke due to weather conditions.	2	2	4	Routes are reviewed before the ride considering the weather forecast, and rides rerouted, delayed, or cancelled if risk is too high	Ride Leader	2	1	2
				Riders to assess weather conditions and dress / prepare / use sun shield appropriately and fit mudguards if considered necessary.	Rider			
Known medical conditions – eg. Asthma, epilepsy, severe allergy, heart condition etc.	3	2	6	Riders with a known medical condition to ensure that they are fit to participate in the ride, carry any necessary medication, and ensure that an accompanying rider has sufficient knowledge of the condition to ensure their safety in the event of an incident. Andover Wheelers recommend that riders carry an "In Case of Emergency" card, where known medical conditions can be listed. Inform the Ride Leader of the condition if you are happy to do so.	Rider	3	1	3

Notes:



All riders should carry an ICE contact number (In Case of Emergency) within their phone, saddle bag, backpack or on their person so others can use contacts if necessary.

Ride leaders are not first aiders, no 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 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.

British Cycling insurance held by Andover Wheelers 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, eg BC Race Gold, Race Silver or Ride membership or Cycling UK insurance. Further, members may wish to take out personal injury insurance, which is not included in the BC and Cycling UK policies.