



## Risk Assessment Form - Ystwyth Cycling Club Beginner Ride 2019

### Ystwyth Cycling Club - Risk Assessment Introduction

#### Duties of Care

As a **Committee Member and/or Ride Co-ordinator**, you have accepted the responsibility of co-ordinating 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 Co-ordinator**, you have agreed to co-ordinate 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.

#### In 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 Co-ordinators. 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.**

Tim Johnson  
25/06/2019

If you have any questions/comments/ideas do not hesitate to contact a member of the committee or co-ordinator.

**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 the Ystwyth Cycling Club (including its officials and members) for any injury, loss or damage suffered.**

<b>Club Official and Riders</b>	
<b>Name of group/activity:</b>	Sunday Beginner Ride
<b>Description:</b>	Environment: On Road - Tarmac surface
<b>Date/time of activity:</b>	The first Sunday of every month (April – August only) at 9:30am leaving from Plascrug Leisure Centre, Aberystwyth or other locations and times announced in advance. Aiming to return to Aberystwyth 1:00pm.
<b>Riders:</b>	<b>Estimated Numbers:</b> This is a relatively new ride in it's third year. Numbers can only be guessed at.  <b>Ability:</b> Newer riders - road cyclists only. It is envisaged that the riders will be competent, but inexperienced in riding in a group, and perhaps unsure of their endurance abilities.  <b>Age:</b> 14-17 with parental consent, 18+ adult participants  Members of the Ystwyth CC and non-members invited to participate by the club with a view to them becoming members.
<b>Club Official managing activity:</b>	Tim Johnson  johnsonholidays@gmail.com  <b>Mobile Number: 0777 393 7268</b>

<b>Route</b>	
Description/location:	Circular routes starting at Plascrug Leisure Centre and finishing back in the Aberystwyth area
Approximate route length:	40 km / 25 miles (Average pace 17–20 kph / 11–13 mph)
Approximate height gained:	500m

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Other potential users of route:	Cars, lorries, occasional horse rider(s), motorcycles, and other cyclists.
<b>Emergency Communication</b>	
How will you communicate with appropriate people/organisations in an emergency?	Riders to carry ICE number on them. Riders and co-ordinator to carry mobile phones to contact emergency services (999) if needed.
If using a mobile phone, can you get adequate signal on the route?	If in an emergency a 999 call cannot be made due to lack of signal then the nearest house to be located to request use of landline, or a nominated small group of riders to continue to an area with better signal to call emergency services.

<b>First Aid</b>	
<b>Name of first aider:</b>	<b>Name:</b> TIM JOHNSON <b>Telephone Number:</b> 0777 393 7268  <b>*other ride co-ordinators may take this ride. A basic first aid kit will be carried by those trained to administer.</b>
<b>Location of first-aid:</b>	<b>With ride co-ordinator/first aider</b>
<b>First-aid kit available*</b>	<b>Yes</b>
<b>* It is the first aider's responsibility to ensure the first aid kit is adequately stocked and maintained at all times.</b>	

<b>Person Conducting the Risk Assessment</b>	
<b>Date of risk assessment:</b>	25 <sup>th</sup> June 2019 (Next review due: December 2019)
<b>Name:</b>	Tim Johnson 0777 393 7268 <a href="mailto:johnsonholidays@gmail.com">johnsonholidays@gmail.com</a>
<b>Signature:</b>	
<b>Date:</b>	25 <sup>th</sup> June 2019

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Risk Assessment								Review and Implement
ID	Location of hazard	Description of hazard	People at risk	Level of risk	Advice on hazard required?	Resolution/action	Resolution/action implemented by	Dated reviewed/implemented
1	Environment – adverse weather conditions	Potential to affect riding surfaces and clothing requirements	Riders	Medium	Yes  If yes, who can advise?  Ride Co-ordinator	Current forecast checked, advice given on appropriate gear and clothing. Prevailing weather conditions to be explained at pre-ride briefing. Clothing to be checked immediately prior to ride for appropriateness and security. Have alternative routes in mind, modify/shorten/cancel ride if necessary.	Ride Co-ordinator	25/06/2019
2	Environment – riding surface and obstacles	Potential of poor riding surface or obstacles to cause fall or collision	Riders	Medium	Yes  If yes, who can advise?  Ride Co-ordinator	Pre-ride briefing to include check that all riders are competent and understand the ride protocols. Group trained to cope with identified hazards. Give group clear instructions on speed, formation road positioning, spacing, signals and communication.	Ride Co-ordinator	25/06/2019
3	Rider & Equipment – Mechanical breakdown	Potential failure of	Riders	Low	Yes	Pre-ride general inspection by all members and co-	Riders	25/06/2019

		equipment or puncture.			<p><b>If yes, who can advise?</b></p> <p>Guidance published on the club website and regularly publicised by Club Secretary.</p>	<p>ordinator to ensure their bicycle is well maintained and suitable for the intended ride. Riders to carry out checks prior to the ride. Riders to carry spares and tools to fix common roadside issues e.g. punctures</p>		
4	Rider & Equipment – Fall from cycle	Potential fall from cycle as a result of poor road surface, obstacles, concentration or skill level.	Riders	Medium	<p><b>Yes</b></p> <p><b>If yes, who can advise?</b></p> <p>Ride Co-ordinator, along with guidance published on the club website and regularly publicised by Club Secretary.</p>	<p>Pre-ride briefing to include check that all riders are competent and understand the ride protocols. Riders wearing suitable and properly adjusted helmets. Route chosen carefully with regard to the group, skill level, gradients and terrain. Group trained to cope with identified hazards.</p>	Ride Co-ordinator	25/06/2019
5	Rider & Equipment – Collision between two or more riders	Potential collision between two or more riders as result of poor road surface, obstacles, concentration or skill level.	Riders	Low	<p><b>Yes</b></p> <p><b>If yes, who can advise?</b></p> <p>Ride Co-ordinator, along with guidance published on the club website and regularly publicised by Club Secretary.</p>	<p>Pre-ride briefing to include check that all riders are competent and understand the ride protocols. Clear instructions on spacing, particularly when going downhill or on narrow or busy roads; communication with others in group, verbally and with hand signals. Clear navigational directions</p>	Ride Co-ordinator	25/06/2019

						communicated to all riders.		
<b>6</b>	Rider & Equipment – Traffic accident	Potential collision with other traffic on the road.	Riders, members of the public	Low	<b>Yes</b>  <b>If yes, who can advise?</b>  Ride Co-ordinator, along with guidance published on the club website and regularly publicised by Club Secretary.	Pre-ride briefing to include check that all riders are competent and understand the ride protocols. Clear instructions on speed, formation, spacing, signals and communication. Group briefed on problems of road sections and of dangers presented by others (e.g. vehicles, pedestrians, animals and other cyclists). Communication with others in group, verbally and with hand signals. Large groups divided appropriately to aid vehicles trying to pass.	Ride co-ordinator	25/06/2019
<b>7</b>	Rider & Equipment – Road layout	Potential risk of narrow lanes, tight bends, descents and road junctions	Riders, members of the public	Medium	<b>Yes</b>  <b>If yes, who can advise?</b>  Ride Co-ordinator, along with	Give group clear instructions on speed, formation road positioning, spacing, signals and communication. Brief group on dangers presented by others	Ride co-ordinator	25/06/2019

					guidance published on the club website and regularly publicised by Club Secretary.	e.g. vehicles, pedestrians, animals and other cyclists. Experienced riders deployed appropriately throughout the group.		
<b>8</b>	Rider & Equipment – Medical Emergency	Potential of rider to need medical attention while on ride.	Riders, Ride Co-ordinator	Low	<b>Yes</b> <b>If yes, who can advise?</b>  Ride Co-ordinator	Pre-ride briefing to include check that all riders are competent and understand the ride protocols. Any Medical Conditions to be disclosed to the co-ordinators before the ride. Riders advised to carry ICE number on them. Ride Co-ordinators to carry contact numbers of under 18's parents/guardians. Co-ordinators to hold First Aid certificate and carry an Emergency First Aid pack. First Aid procedures to be carried out as a priority and the ride abandoned if necessary.	Riders, Ride co-ordinator	25/06/2019
<b>9</b>	Rider & Equipment - Navigational error	Potential of a rider(s) taking an incorrect turn and becoming lost.	Riders, Ride Co-ordinator	Low	<b>Yes</b> <b>If yes, who can advise?</b>  Ride Co-ordinator	Competent use of GPS units or maps by ride co-ordinator. Club to publish routes in advance and location of cafe stops if know. Riders to be capable of finding	Riders, Ride co-ordinator	25/06/2019

						their own way home. Re-group at junctions and climbs to help prevent navigational errors.		
10	Rider & Equipment - Group separation/ missing group member(s)	Potential of a rider(s) taking an incorrect turn and becoming lost.	Riders, Ride Co-ordinator	Low	<p><b>Yes</b></p> <p><b>If yes, who can advise?</b></p> <p>Ride Co-ordinator, along with guidance published on the club website and regularly publicised by Club Secretary.</p>	<p>Pre-ride briefing to include check that all riders are competent and understand the ride protocols. Probable routes to be published in advance. Clear instructions to ride as a single group where possible and regroup at the top of climbs and junctions. Riders under 18 years need a nominated rider to ensure they are not left on their own. All missing riders to be reported to ride co-ordinators. Supervision of both head and tail of group. Missing riders to be located by retracing the route if necessary.</p>	Ride co-ordinator	25/06/2019