

KETTERING CYCLING CLUB

Social Ride Risk Assessment

6 April 2024

(Based on British Cycling template)

Whilst leaders have to be conscious of safety at all times and constantly evaluate risk, it must be recognised that it is not possible or indeed desirable to entirely remove all risk from cycling activities. The main factor in managing risk is the quality, experience and judgment of the leader, whose purpose it is to ensure that consequences are acceptable. Leaders are expected to make decisions in the best interest of the riders and whilst they are required to be mindful of guidelines and standards of accepted practice, no attempt is made to interfere with their on-the-spot judgement.

Activity	Type of activity: Kettering Cycling Club (KCC) Social Ride		
	Date of activity:		
	Leading Environment:	Start time:	Estimated finish time:
	Estimated number of riders:		
Leader(s)	Name:	Telephone:	
	Are the leaders appropriately qualified?		
Signature		Date	

Risk assessment form begins on the next page

Section 1: Generic hazards which could affect any ride or route

ID	People at risk *	Level of risk **	Hazard description	Control measures	Notes
1	Riders, Ride leaders	Low	Fall from cycle due to participant not controlling the bike; poor road conditions (e.g. potholes); dangerous manoeuvre by another road user (e.g. car, van or horse); mechanical failure of bike	<p>On the day of the ride, before the ride starts:</p> <ul style="list-style-type: none"> • Require all new / unknown participants to confirm the following: 1) have ridden on road before; 2) understand basics Highway Code for cycling (https://www.highwaycodeuk.co.uk/rules-for-cyclists.html); 3) are confident about their bike handling skills (inc. give hand signals); 4) have roadworthy bike inc. working brakes, tyres pumped up, no visible signs of damage to frame • Explain this is not a coaching ride – riders are expected to be sufficiently experienced at riding on the road • Explain riders are responsible for their own bike repairs, although ride leaders may assist where possible • Explain planned distance and target time of the ride (including breaks) and that ride leaders will do everything possible to stay as a group – but in the event this is not possible, riders must have their own contingency in place to return home e.g. for mechanical which cannot be resolved • Give instructions for safe road cycling in a group, including good spacing (one wheel length min); good communication; don't pass the leader at the front; don't ride more than two abreast, and single file where road conditions require; call out 'car back' if there is a car approaching from behind; always follow ride leader instructions • Explain known and potential hazards on the route • Participants encouraged to wear suitable / properly adjusted cycling helmet • Encourage use of front and rear lights, also in daytime • Explain responsibility of all participants to look after each other and call out if other riders are experiencing problems or being dropped • If there is no second ride leader, ask for volunteer to ride as a 'back-marker' – ensure this person is sufficiently experienced and able to perform hand signals to other road users • Take name / phone numbers of both the rider and their 'In Case of Emergency' contact • Ride leaders to have on their person a mobile phone with sufficient battery to last the ride 	<i>In case of injury, make rider comfortable, call ambulance / contact ICE</i>
2	Riders, Ride leaders	Low	Collision between two or more riders due to	Before and during ride:	

ID	People at risk *	Level of risk **	Hazard description	Control measures	Notes
			poor riding skills or hazards described in 1) above	<ul style="list-style-type: none"> • Clear instructions on speed / spacing / formation including no half wheeling (riders front wheel overlapping another riders rear wheel) • Encourage communication with others in group, verbally and with hand signals 	
3	Riders, leaders, members of the public	Low	Traffic accident involving another road user	<p>Before and during ride:</p> <ul style="list-style-type: none"> • Clear instructions on speed, formation (including riding no more than two abreast), spacing, signals and communication • Brief group on problems / dangers presented by others (e.g. vehicles, pedestrians, animals and other cyclists) as they occur 	
4	Riders, leaders, members of the public	Med	Road junctions (traffic lights, cross roads, roundabout, multi-lane junctions)	<p>Route planning:</p> <ul style="list-style-type: none"> • Minimise complex road junctions • Minimise busy / fast main roads <p>During ride:</p> <ul style="list-style-type: none"> • Ride leader stays at the front of the group and gives appropriate hand signals • Brief group shortly before junction • Give clear instructions on speed, formation road positioning, spacing and communication • Instruct all participants to signal • Second ride leader (or most confident / experienced participant if there is no second ride leader) stays at rear of group and gives appropriate hand signals 	
5	Riders, leaders, members of the public	Med	Narrow lanes / Roads	<p>During ride:</p> <ul style="list-style-type: none"> • Ride leader stays at the front of the group • Brief group shortly before the hazard • Give clear instructions on speed, formation road positioning, spacing and communication 	
6	Riders, Ride leaders	Med	Potholes	<p>During ride:</p> <ul style="list-style-type: none"> • Ride leader stays at the front of the group • Brief group shortly before the hazard wherever possible • Give clear instructions on speed, formation road positioning, spacing and communication 	Wherever possible, as potholes are unpredictable and sometimes difficult to see
7	Riders, Ride leaders	Low	Mechanical breakdown	<p>On the day of the ride, before the ride starts:</p> <ul style="list-style-type: none"> • Require all new / unknown participants to confirm they have a roadworthy bike inc. working brakes, tyres pumped up, no visible signs of damage to frame 	

ID	People at risk *	Level of risk **	Hazard description	Control measures	Notes
				<ul style="list-style-type: none"> • Ride leaders will carry some spares 	
8	Riders, Ride leaders	Low	Medical Emergency	<ul style="list-style-type: none"> • Before the ride, route details published on KCC website, with distance etc • On the day of the ride, before the ride starts, ride leader records rider details and In Case of Emergency contact details • Ride leader has mobile phone with sufficient battery • Make rider comfortable • Call ambulance (999 or 112) if necessary • Contact ICE if necessary 	
9	Riders, Ride leaders	Med	Adverse weather conditions	<ul style="list-style-type: none"> • Review forecast 24 hours before the ride • Cancel if heavy rain, strong winds, or potential of ice are forecast 	
10	Riders, Ride leaders	Low	Navigational error	<p>Before the ride:</p> <ul style="list-style-type: none"> • Rider leaders prepare and are familiar with the route in advance • Rider leaders use bike computer • Route published on KCC website (calendar / events page) for people to download onto their own phone / device <p>On the day of the ride, before the ride starts:</p> <ul style="list-style-type: none"> • Outline route to all participants / provide some riders with documentation regarding (turns, etc) • Explain responsibility of all participants to look after each other 	
11	Riders	Med	Group separation / missing group member(s) due to e.g. rider separated off the back, different speeds on hills	<p>Before the ride</p> <ul style="list-style-type: none"> • Plan potential points to stop and regroup, especially after hills • Route published on KCC website (calendar / events page) for people to download onto their own phone / device • Ask riders to tell the ride leader (or someone suitable) if they plan to leave the group ride, e.g. to return home by a different route <p>On the day of the ride, before the ride starts:</p> <ul style="list-style-type: none"> • Outline route to all participants / provide some riders with documentation regarding (turns, etc) • Explain the group needs to stay together – where appropriate, it may be necessary to explain to riders not to go ahead of the ride leader • Explain responsibility of all participants to look after each other and call out if other riders are experiencing problems or being dropped 	

ID	People at risk *	Level of risk **	Hazard description	Control measures	Notes
				<ul style="list-style-type: none"> • If there is no second ride leader, request a volunteer backmarker – and ensure they are provided with documented details of the route <p>During the ride:</p> <ul style="list-style-type: none"> • Encourage good communication from all riders regarding safety and whereabouts of other riders • Keep checking how riders are and whether a break for a rest is needed • Slow or stop as planned, especially at the top of hills, to allow all riders to regroup <p>If a rider is missing:</p> <ul style="list-style-type: none"> • Stop at a suitable point and wait • Phone the rider and ascertain whereabouts – and make plan with them – either continue to wait for a short period or rider returns home on their own • Second ride leader, if available, cycles max 5 minutes in reverse to try and find missing rider • If no communication within a reasonable time (e.g. 30 minutes) phone missing riders ‘In Case of Emergency’ contact • Ride leader to phone rider / ICE at the end of the ride to ensure they returned safely 	
12	Riders	Low	High numbers of riders result in an unmanageable group and potential risk to each other and other road users (over ten riders, including leaders)	<p>On the day of the ride, before the ride starts:</p> <ul style="list-style-type: none"> • Split into groups of ten maximum, each with one ride leader • Groups should be of approx. equal number, and of similar fitness / speed • Set off groups at three minute intervals, if possible with fastest group leaving first • If there are insufficient leaders – the riders who arrived earliest to the meet-up are permitted on the group ride with a rider leader; other people wishing to ride may form their own group but explain this is not part of the KCC organised ride; this group must set off separately 	More than ten riders can be a cause of frustration for other road users, leading to e.g. unsafe overtaking manoeuvres

* **People at risk** include Ride leaders, Participants, Members of public, All

** **Level of risk** is defined as Low / Med / High / NA

Section 2: Known and potential hazards on the planned route

ID	Location of hazard	People at risk	Level of risk	Description of hazard and resolution / action	Distance from the start (miles)
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

KETTERING CYCLING CLUB

Key points to explain to new riders, on the day of the ride, before the ride starts:

- 1) Welcome
- 2) Introductions including leader and back-marker
- 3) This is not a coached ride – we expect riders to be sufficiently experienced at riding on the road, e.g.
 - a. understand basics Highway Code for cycling
 - b. confident about their bike handling skills, inc. give hand signals
- 4) Riders must have a roadworthy bike inc. working brakes, tyres pumped up
- 5) Riders should consider helmet and lights
- 6) Riders are responsible for their own bike repairs, although ride leaders may assist where possible – although leaders do not have an endless supply of spares!
- 7) Route details:
 - a. Distance: _____
 - b. Target time of the ride (including breaks): _____
 - c. Key navigation points: _____
- 8) Everyone will need a backup in case they cannot get home on their own, e.g. for mechanical which cannot be resolved
- 9) We ride together as a group – on the hills some riders may be faster than others, so we stop and re-group at the top; and elsewhere as required for breaks
- 10) To stay safe:
 - a. We normally ride in a line, never more than two abreast
 - b. Riders should ride immediately behind the rider in front, i.e. no half wheeling (riders front wheel overlapping another riders rear wheel)
 - c. Point out hazards (e.g. potholes or parked cars) to riders behind you (whose visibility may be obscured) using appropriate hand signals or calls
 - d. Call out 'car back' if there is a car approaching from the rear
- 11) Communicate during the ride if one rider appears to be dropping a long way behind
- 12) Don't pass the ride leader in front
- 13) We need name / phone numbers of both the rider and their 'In Case of Emergency' contact
- 14) Known and potential hazards on today's route: _____
- 15) Tell a ride leader if you need a rest break / comfort stop
- 16) Tell the ride leader if you are going to leave the group ride early, e.g. to return home by a different route
- 17) Any questions?
- 18) Enjoy the ride!

KETTERING CYCLING CLUB

Record of riders participating and 'In Case of Emergency' contact details

Activity	Type of activity: Kettering Cycling Club (KCC) Social Ride			
	Date of activity:	Start time:	Estimated finish time:	
Leader(s)				
No.	Rider name	Rider contact phone number	In Case of Emergency name and relationship to rider	In Case of Emergency contact number
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				