



# VC COLETS - RISK ASSESSMENT 2020

## Introduction

In order to comply with the requirements of the Club's insurance with British Cycling, our activities have to be formalised into what is known as a 'Risk Assessment'. This is an important step in protecting our members and our club as a whole. The Risk Assessment helps us to focus our minds on the risks we face when we ride as a club, and helps to reduce them.

## What is a Risk Assessment?

The Risk Assessment involves looking at the potential hazards/risks we face while riding as a club, considering the level of each risk, and identifying the mitigating measures we can put in place to reduce or eliminate that risk. In this way we can protect everyone as far as is 'reasonably practicable'.

## About this Risk Assessment

The main risks can be summarised as a rider being unable to complete a club ride, suffer an accident, or cause harm to others. VC Colets expects all of its riders to read, understand, keep updated, and follow the mitigating measures contained in this Risk Assessment.

This Risk Assessment will be reviewed annually, to ensure that the mitigating measures are working, and to check whether any new hazards have been identified or any have been eliminated. If you have any questions, comments or ideas, do not hesitate to contact any of the key personnel identified in the Club Handbook.

## Duties of Care

Individual members of the club have a duty of care not only to themselves but to all others in the ride group. All riders are reminded that they are also responsible for their own safety - when riding with VC Colets, you do so entirely at your own risk.

Ride Captains will take measures to ensure that the ride is as safe as is reasonably practicable, so please respect the Ride Captains - without them, club rides would not be possible.

Also, note that club rides terminate at the designated end point.

*On your membership form, you have confirmed that you have read, understood and agree at all times to abide by the latest version of the VC Colets Risk Assessment, Ride Guide & rules, as published on the club's website, [coletshealthclub.co.uk/vc-colets](http://coletshealthclub.co.uk/vc-colets)*

**Review Date – December 2019**



# PRE RIDE

| Summary of Activity / Hazard   | Initial Risk (H/M/L) | Mitigating Measures   | Residual Risk (H/M/L) |
|--|----------------------|---|-----------------------|
| Ride Captain (RC) capacity and capability.                             | M                    | RCs selected from membership and inducted via a process of 'buddied up' rides with an experienced existing RC.<br>RCs to keep up to date with RC Guide, Club Handbook and Risk Assessment.  | L                     |
| Stranded due to punctures/mechanicals.                                 | L                    | Riders to carry:<br>inner tube (ideally two), tyre levers, pump, multi-tool, money/card, mobile phone.  | VL                    |
| Inability to complete ride due to lack of food/drink.                  | L                    | Riders to carry sufficient food & drink for the duration of the ride.   | VL                    |
| Inability to complete ride due to inappropriate clothing & protection. | L                    | Riders to wear helmets, eye protection and (when appropriate) sunscreen.<br>Riders encouraged to wear club kit due to its visible nature.   | VL                    |
| Accident caused by non-roadworthy/inappropriate bikes.                 | M                    | Bikes must be legal and roadworthy.<br>Riders to check condition of crucial aspects (e.g. brakes, tyres etc.)<br>Tri-Bars are not permitted on any club rides.  | VL                    |
| Winter rides & summer evening rides.                                   | M                    | Bikes to be fitted with lights for summer evening rides.<br>Lights are strongly recommended for winter months and low-light rides.<br>Mudguards & winter tyres recommended during winter months.  | L                     |
| Current fitness, ability & group cycling experience.                   | M                    | Riders to select appropriate group based on their current fitness level and their experience of cycling in a group.   | L                     |
| Prospective new members and guests.                                    | M                    | Prospective new members to attend a 'New Member Ride' unless they can demonstrate/show experience in cycling in a group.<br>All prospective new members & guests must contact the club in advance and are required to be conversant with our Ride Guide and Risk Assessment.<br>Riders must cycle in same group as their guest. | L                     |
| Pre-ride and pre-ride briefing.  | M                    | RC will share the route in advance and will highlight any known major hazards before the group rolls out and ascertain if anyone wishes to return early.  | L                     |
| Adverse weather and/or road conditions.                                | M                    | Road ride will be cancelled and, subject to availability of a qualified instructor, be replaced by an indoor session in the Colets studio.  | VL                    |
| 3rd party claims.  | L                    | Members, prospective new members and guests are strongly recommended to take out individual membership of either British Cycling or Cycling UK.   | No Risk               |



# DURING RIDE

| Summary of Activity / Hazard  | Initial Risk (H/M/L) | Mitigating Measures   | Residual Risk (H/M/L) |
|---|----------------------|---|-----------------------|
| Change in weather and/or temperature changes (high and low).                                      | M                    | RC's to select an alternative familiar route to reduce distance/return early.   | L                     |
| Road conditions deteriorate (debris, surface water, gravel, pot holes, sunshine thro' trees)      | M                    | RC's to advise group to slow when approaching and to ride with greater care, using hand signals and calls, and to divert to a familiar route if necessary/possible.   | L                     |
| Stop (planned or unplanned).  | M                    | RC to consider safe location, preferably off road, for all the group and avoid blocking junctions or forming a larger mass (with other cycle clubs/groups).   | L                     |
| Puncture/mechanical etc.  | M                    | RC to stop group safely (as above), coordinate assistance if needed, advise group to ride 'there and back' if cold, coordinate self-recovery if needed  | L                     |
| A rider runs out of energy/enthusiasm or gets very cold.  | M                    | RC to share gels/bars, bottle or layers and suggest rider returns early (accompanied?), or assist self-recovery by minibus taxi.  | L                     |
| An incident requires first aid or medical help (having stopped the group safely as above).        | H                    | RC to check whether there are any qualified first aiders, dial 112/999, follow instructions from the 999 telephone operator, medical pack carried by RC or phone app (e.g. St John's First Aid for Cyclists) and then coordinate support.   | M                     |
| Increase in road traffic (including bikes from a sportive or race).                               | L                    | RC to alter planned route to less populated familiar route (if possible).   | L                     |
| Rider doesn't want to complete the club ride to return early.                                     | L                    | RC checks that the rider knows the route back/has a GPS etc and asks that the rider posts on the Club Rides group when they are safely back. If at the end of the ride, there is no post, the RC should post on the Club Rides group to request that the returnee is safe or RC to call them. | L                     |
| Rider or potential new member struggles with pace, terrain or distance.                           | M                    | RC to suggest/insist that the rider returns early (as above) and the case of a potential new member, accompanied by a RC or experienced rider if possible.  | L                     |
| The ride group size is too big for ride route, conditions or for enjoyable riding.                | M                    | If 2 RCs, then RCs stop safely (as above) and split the group into 2 smaller groups; if only one RC, then RC to alter planned route to less populated roads, being careful as to whether the modified section/route could generate new risks.   | L                     |
| RC unable to continue to lead ride, due to mechanical, illness, exhaustion, etc.                  | L                    | RC to delegate ride leadership to another RC or experienced rider in group and either cycle back early (as above) or initiate self-recovery.  | L                     |
| Aggressive vehicle(s) or rider(s) threaten the safety, enjoyment, and/or cohesiveness of ride.    | L                    | RC to make group aware verbally, including not to engage/retaliate, and RC to slow group down or stop safely (as above) to allow the problem to pass.   | L                     |
| Poor light conditions reduce visibility of road and/or rider's inconspicuous to other road users. | L                    | Riders to switch lights on, in non-flashing mode, when needed or on the instruction of the RC. Those without lights to ride in the centre of the group.   | L                     |