

# Led Ride Risk Assessment Guide

Cycling UK recommends carrying out a risk assessment for any activity that involves members of the public. The generic hazards below may affect the health and safety of the event, activity or venue. Please complete the following document with details of any specific hazards and the measures put in place to control them. Keep this form for your records and review and amend regularly. In the event of an accident/incident follow the accident/incident procedure.

Hazard	Control Measures
<b>Riders' equipment, health and stamina</b>	Group leaders fully brief participants and check all equipment is suitable and functioning before activity occurs. Participants have fully completed registration forms including medical information. Leaders to carry these documents on the ride in case of accident or incident
<b>Event terrain/road type/elevation/distance/difficulty</b>	Detailed information about the likely conditions is provided in advance so riders know what to expect.
<b>Highway design or maintenance, trail features and obstacles</b>	Ride the route beforehand, ideally near to the date of the event, and point out any specific hazards or details at the start. Provide an alternative route where appropriate.
<b>Adverse weather</b>	If adverse weather is forecast, riders should be warned before the start about such conditions. If extreme weather is forecast, organisers should consider cancelling the event and informing public in adequate time.
<b>Other road/trail users</b>	Plan routes away from busy roads/trails where possible. Explain road etiquette or specific difficult sections in advance, whilst emphasising riders are responsible for their own safety at all times.
<b>Other hazards</b>	Risk assess and list any additional control measures separately below. Keep for your records in case of any incidents.

**Please note:** A dynamic risk assessment on the day is required

# Bike Maintenance Risk Assessment Guide

Cycling UK recommends carrying out a risk assessment for any activity that involves members of the public. The generic hazards below may affect the health and safety of the event, activity or venue. Please complete the following document with details of any specific hazards and the measures put in place to control them. Keep this form for your records and review and amend regularly. In the event of an accident/incident follow the accident/incident procedure.

Hazard	Control Measures
Access to workshop	Prevent access to the workshop area to general public, unless under supervision by on site workers.
Risk of injury to public	Cytech/C&G/Cycling UK qualified staff/volunteers to conduct thorough inspection of all bicycles before returning to participant. Mechanics must only carry out work in line with their level of training.
Risk of injury to mechanics	Provide appropriate training and guidance to mechanics whilst ensuring a safe working environment. Ensure mechanics are given regular rest breaks to reduce stress or fatigue
Manual Handling	Provide manual training to mechanics and ensure safe lifting of equipment and bikes
Set up, storage and testing of equipment including electrical	Ensure workshop is laid out in accordance with floor plan, leaving adequate space for movement between work areas. Ensure all tools are serviceable before use and each workstation is well maintained, with Anti-Slip Mats/Flooring under each Bike Repair Stands. Prevent slip and trip hazards by ensuring loose cables, parts and substances are securely stored when not in use.
Control of Substances Hazardous to Health (COSHH)	Provide training on Hazards of Chemical misuse and ensure all mechanics are aware of potential hazardous substances on-site. Provide appropriate PPE such as safety glasses/goggles and gloves. Ensure the presence of a suitably qualified first aider and maintain a stocked and functioning first aid kit including eye bath solution.
Documents	Maintain clear records regarding maintenance of bikes, including recording faults and any work undertaken.

**Please note:** A dynamic risk assessment on the day is required

# Risk Assessment: Club/Group name East Sussex CTC

Complete all sections relevant to your activity

Activity title	Spring 50k	Date completed:	Assesors Signature:
Activity leader	Mick Hills		Mick.
Route To/From	Upper Dicker Village Hall	Venue:	Village hall
Time Start/End:	Start 10am Finish approximately 1.30pm	Approx No. of Participants:	Unknown
Distance:	50km	Terrain:	Sussex Weald
		Difficulty:	Moderate
		Cycling UK registered:	<input checked="" type="checkbox"/>

Hazard	Who may be involved?	Control measure	Is the level of risk acceptable?	Review
Weather and weather related surface condition of the roads.	Riders	Mick Hills to decide if the event will take place. Weather forecast to be studied the day before the event and on the morning of the event. Weather related information to be passed to riders.		Mick
Potentially hazardous road crossings.	Riders	The route sheet to provide warning of potentially dangerous main road crossings.		Mick DR
Road hazards + signage errors + roadworks	Riders	Ride the route prior to the event taking place and notify riders of unusual hazards. Check highways web sites for proposed roadworks. Report works or re-route ride as necessary.		Mick JH DR SS
Riders have started and not completed the course.	Riders	All riders to sign in before starting the ride and when finishing the ride. <u>Mobile phone number to be provided to riders so the event organiser can be contacted.</u> Riders to hand in Entry Form.		JH + Phone?
Riders bunching up on the road near the start of the event causing traffic delays/issues.	Riders	Riders to depart the venue in groups of no more than 8 and 2 minutes to elapse between any groups leaving		Mick

		the hall.		
Volunteers insurance.	Volunteers	Volunteers to sign in on entering the venue and details to be passes to Cycling UK (if this has not been done for all in advance of the event).		Mia
Covid precautions.	Riders and volunteers	<p>Hand sanitisers to be provided outside for those entering the hall and within the hall.</p> <p>Tables to be spaced out in the hall.</p> <p>Open windows/doors to provide adequate ventilation. (Venue has high ceilings).</p> <p>Toilets and washrooms to have soap and water.</p> <p>Kitchen to have surface cleaners.</p> <p>Surface cleaners available to disinfect tables etc.</p> <p>Volunteers to regularly disinfect and wipe contact surfaces.</p> <p>All on the entry list to be informed if subsequently the organiser is informed of any rider taking part has contracted covid.</p>		JH Sanitisers Mick Volunteer S
Accidents	Riders	<p><u>Accident book available.</u></p> <p>Basic first aid kit to be provided as well as that in the hall.</p> <p>Personnel to be available to conduct basic first aid.</p> <p>Incidents to be reported to Mick who will decide on further action if it is not obvious emergency services need contacting.</p>		Mick NW Mia SS
Safeguarding & Welfare incident Abuse or poor practice.	Riders or anyone?	Incident to be reported to Steve Southgate for action.		SS Mick



