

Ilkley Cycling Club (ICC) Risk Assessment for Organised Club Rides – Final Approved Version 4th December 2024

Introduction

Firstly, thank you for taking the time to read this document. It goes without saying that looking out for one another is very important and lies central to the ethos of ICC. 'We never leave a rider behind' is a positive statement of what the club is about. Some of the things contained in this document are things that we already do or that you would consider to be common sense. There will be things as well that you may never have considered. The Club does suggest that members join British Cycling or another insurance provider to get the right level of cycling insurance to ensure some level of cover for the individual rider if they are unfortunate enough to be involved in an accident whilst cycling.

Why a Risk Assessment - To comply with the requirements of the Club's insurance with British Cycling all of these things have to be formalised into what is known as a 'Risk Assessment'.

A Risk Assessment is an important step in protecting both our members and our Club as a whole. Every time we ride our bikes, we are exposing ourselves to various risks and the Risk Assessment helps us to focus our minds on these risks and hopefully help to reduce them. As previously stated, the club is required to have in place a Risk Assessment in order to manage and hopefully reduce the risks. It is not expected that we can eliminate all risk, but we are required to protect each other as far as is 'reasonably practicable'.

What is Risk Assessment

HAZARD = something with the potential to cause harm

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

This Risk Assessment is a careful examination of what, in our sport, presents a hazard and could cause harm to people. Once a hazard has been identified it is then a matter of assessing what the risk is in relation to that hazard. A grid system is then used to combine the two and give a graded level of risk LOW, MEDIUM, HIGH.

Duties of Care

Everyone who takes part in Group rides, both Ride Leaders and participants, have a duty of care to each other. As a Ride Leader, you accept the responsibility of leading others. You have a duty of care to participants to lead rides in a responsible manner that doesn't expose participants to excessive risks, as far as you reasonably can. Participants have a duty of care to others on the ride not to put them at excessive risk by riding irresponsibly or out with their skill and fitness levels. All riders should know the ride rules and etiquette of riding in a group.

For example:

- If you are a **Ride Leader**, you have agreed to lead a ride and you must take reasonable measures to see that the ride you organise is appropriate to the ride category and is not likely to expose participants to excessive risk.
- If you are a **Participant** you should ride in a manner that doesn't put others at unnecessary risk and follow the instructions of the Ride Leader if appropriate.

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. No one is expected to guarantee the safety of others, but everyone should act reasonably, responsibly, and with due care to others.

Importantly, please respect the Ride Leader. Without them, Club rides would not be possible. Listen to briefings, pay attention whilst on the road and feel free to contribute during and after the ride. Please read on and make yourself familiar with the contents of this document.

If you have any questions/comments/ideas do not hesitate to contact a member of the Committee or a nominated Club official

Activity	Hazard	Who is at Risk	Level of Risk	Control Levels Recommended	Residual Risk H/M/L	Further Action Required		
						Y/N	What	Who is Responsible
Road Riding	Fall from Bike Due to Road Surface/Obstacles	Riders	M	<ul style="list-style-type: none"> Well planned, tried and tested routes planned by experienced riders; Riders must wear a helmet on all Club Rides. Riders should familiarise themselves with hand signals and calls prior to starting rides. https://www.ilkley.cc/ride-etiquette Riders should use hand signals and calls during the ride Try to avoid roads where resurfacing with loose chippings has recently taken place, or hedge-trimming has occurred or reduce pace and take particular care In cold weather try to avoid roads where there is the possibility of ice. 	L	Y	.	

	Collision between riders	Riders	M	<ul style="list-style-type: none"> • Riders to follow group-riding guidance on club website (Etiquette – Ride Rules: https://www.ilkley.cc/ride-etiquette • Riders to join rides as described on the club website appropriate to their skill and experience e.g., rides that ride in group formation (peloton). • Riders should ride smoothly and avoid heavy braking, changing direction and acting in an unpredictable manner. • The ride leader and/or other riders should diplomatically try to assist riders who may be unaware that their riding is erratic. If necessary the Ride Leader should talk to anyone whose riding is causing concern and also, if deemed necessary, inform the Committee. 	L	Y		
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				<ul style="list-style-type: none"> Tri bars are not allowed on group rides. 				
	Collisions between rider and other road users	Riders/Pedestrians/ Other Road Users	H	<p>Follow highway code at all times</p> <ul style="list-style-type: none"> Ride Leader to consider the skill level of riders vs route when planning the route. Riders to be aware and use guidance on club website for signals and calls:- https://www.ilkeley.cc/ride-etiquette Be considerate and courteous to other road users. Advise on route description and the start and finish time so riders will be aware if lights will be needed; Riders should use front and rear lights when visibility is poor. 	M	Y	ICC Committee to review rules, etiquette and guidance on the website and update as necessary.	Committee
	Accidents caused by animals	Riders/ Horse Riders	M	<ul style="list-style-type: none"> Slow down for horses Be alert to all other animals and slow down if necessary Riders at the front to be 	L	N		

				<p>alert to all animals and call warnings through the group;</p> <ul style="list-style-type: none"> Avoid sudden movements and harsh braking 				
	Issues caused by mechanical fault or puncture	Riders	L	<ul style="list-style-type: none"> Riders reminded to check their bike before ride commences and only attend on roadworthy bikes, and to carry tools and spare inner tubes. If problems occur stop the ride somewhere safe for the group to help/assist rectify the fault, if possible. Leader to be aware if a rider needs to leave the ride if fault cannot be fixed on the roadside. Point riders towards guidance on club website (Ride Rules & Etiquette https://www.ilkley.cc/ride-etiquette) 	L	N		
	Medical emergency	Riders	M	<ul style="list-style-type: none"> Riders asked to disclose (to ride leader) any pre- 	L	N	ICC Committee to consider use of Club Membership	Committee

				<p>existing medical conditions that they feel the ride leader should be aware of.</p> <ul style="list-style-type: none"> Riders should carry a membership card or mobile phone with “In Case of Emergency”(ICE) emergency contact information 			<p>Cards and digital alternatives.</p> <p>ICC Committee to educate club members on use of ICE function on mobile phones</p>	
	Dehydration and hypothermia	Riders	L	<ul style="list-style-type: none"> All riders should check the weather forecast and predicted conditions shortly before the ride and dress appropriately for the likely conditions. Riders should carry sufficient drink and food for the ride they plan to join based on the anticipated conditions; Consider shortening route if weather conditions change. It is recommended that riders carry an emergency blanket with them. 	L	Y		

	Inclement Weather	Riders	M	<ul style="list-style-type: none"> • All riders should check the weather forecast and predicted conditions shortly before the ride and dress appropriately for the likely conditions. • Consider cancelling ride if snow, ice, heavy rain or sleet likely; • Consider cancelling ride if strong/gale force winds likely • Be alert to the likelihood of fallen trees / branches and other debris on roads, during or after windy weather; • 	L			
	Group Separates/Rider Dropped	Riders	M	<ul style="list-style-type: none"> • Leaders should maintain regular contact with the group • Carry out a head-count at key navigational points • All riders, particularly those at the back, should look out for anyone dropping off the back and let the ride leader know. 	L	Y		

				<p>Ensure no one left behind.</p> <ul style="list-style-type: none"> • The Ride Leader may appoint an experienced rider as a “Sweeper ”if necessary. • Slow the pace of the ride if necessary. • If a rider wishes to leave the ride during the ride then they must inform the ride leader (ideally in person) but otherwise via other riders. • If a rider has signed up for a ride and they can’t make it they should remove their name from the ride list via the app before the ride is due to start. • If a rider is either too fast or too slow on the ride the Ride Leader may want to suggest to the rider other rides with a higher/lower pace that they can join. 				
	Rider fatigue/illness	Riders	M	<ul style="list-style-type: none"> • Club rides posted on the Rides app on the Club website will state the intended distance, pace, 	L			

				<p>any café stops and whether the ride is particularly hilly.</p> <ul style="list-style-type: none"> • Riders to carry sufficient food and drink for their needs. • If a rider wishes to leave the ride, they must inform the ride leader (ideally in person) but otherwise via other riders; • In the event of a rider feeling unwell or extremely fatigued they should inform the ride leader or other riders and the ride should be stopped to assess the riders condition. If necessary a rider feeling unwell should be accompanied by another rider back to a safe point or until a pick up can be arranged. 				
	Navigational error	Riders		<ul style="list-style-type: none"> • Plan a route based on known roads and/or download a ride on to a Garmin (or similar device). 				

				<ul style="list-style-type: none"> Utilise the club ride library in advance. If lost, retrace steps to last known point 				
	Providing a safe and enjoyable experience for inexperienced riders, young riders, and vulnerable adults	Riders and Guardians	M	<ul style="list-style-type: none"> Ensure club Youth Officer has a signed parental/guardian consent form for riders under the age of 18, unless riding with parent or guardian. Youth riders should be introduced to the ride in the first instance and be observed collectively by the group. Youth rider must follow the instructions in the Road Riding Policy. Vulnerable adults need to be accompanied by a parent or competent guardian. This may require a plan discussed with the Welfare Officer in advance of the ride. Inexperienced riders must make themselves known to the Ride Leader and other riders before the 	L	Y		

				<p>start of the ride.</p> <ul style="list-style-type: none">• Inexperienced riders should have read the Club guidance and etiquette documents before participating in a group ride.• Inexperienced riders should start with one of the slower groups until they are able to assess their own abilities and fitness levels.• Inexperienced riders should not be afraid to ask for assistance from the ride leader or other riders.• Ride leaders should consider the needs of the inexperienced rider(s) in the group which could include (but is not limited to):<ul style="list-style-type: none">○ Appointing an experienced rider as a "Sweeper"○ "Buddying" the inexperienced rider with an experienced				
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				<p>rider.</p> <ul style="list-style-type: none">○ Warning of potential dangers on the planned route such as dangerous descents or bends or very busy roads.○ Warning of any expected weather hazards such as strong winds.○ need to plan and consider route, distance and ability when planning rides for inexperienced adult riders incorporating some experienced riders as extra escorts if possible. <ul style="list-style-type: none">• Family rides – all children under 12 must be under the supervision of an adult or appointed guardian. It is the responsibility of the parent to ensure if they need 1 to 1 or can manage the family.				
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Behaviour on Rides				<ul style="list-style-type: none"> • Riders should behave in an appropriate way with other riders and road users while on club rides. Remember that you all represent the Club while out on group rides. • Aggressive and angry behaviour is not permitted on club rides. • Offensive language or behaviour will also not be tolerated. • Avoid conflict on a ride if at all possible as this is counterproductive at the time and any issues should be discussed once safely back to the end of the ride. • The ride leader has the right to ask that those disrupting the ride leave the ride or ride at the back • Any unresolved issues should be brought to the attention of the Ride Facilitator or any other Committee Member. • In extreme cases of 	M	Y		
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				inappropriate behaviour riders may be banned from club rides or even the Club.				
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Incident Reporting:

- In the event of a significant incident or significant “near miss”, the Ride Leader should complete the incident report and present this to the Ride Coordinator /Risk Assessor/Club Secretary
- We welcome feedback on our rides, and as well as knowing what goes well, Ride Leaders welcome riders raising thoughts or concerns that could improve the experience and risk assessment.
- All riders are asked to carry their membership card or mobile phone with Emergency Contact Details/ICE on all rides.
- It is recommended that riders consider their own insurance and be aware of the limited insurance afforded to club riders undertaking club activities. Ride Leaders should read and understand the insurance afforded to club officials as shown on the club website.

Standard disclaimer (road: Riders must be aware that cycling is an activity that carries an element of risk to both themselves and others, and that it is their responsibility to decide if they are capable of joining the ride. Bikes must be in a safe working condition and helmets are compulsory on all ICC rides. Riders should make their own choice about clothing based on the conditions and forecast. Riders may wish to carry a minimum first aid kit to deal with minor injuries.

Signed off by the Committee on 4th December 2024

Club Chairman

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