

# Ride Safely

As a club we want riders to feel safe and be safe on our organised rides. All riders need to understand the potential risks of group rides on public roads and actively contribute to minimising the risks. The assessment of identified risks is a continuous process starting in the route planning of rides, during our rides and afterwards. This document contains our risk assessment.

Please read this document so you are aware of how you can help to make our rides safer.

It is split into 4 parts:

- Ride Safely – What Riders need to know
- Ride Safely – What Ride Leaders need to know
- Ride Safely – Tips for Leading a Successful Ride
- Ride Safely – Standard Risk Assessment for Club Rides

You should also read the 'Rules and Etiquette for Riding in Groups' document that is available on our website and published in the club Milestone magazine from time to time.

If you are a **Ride Leader** you should read 'Ride Safely – What Ride Leaders need to know' and 'Ride Safely - Tips for Leading a Successful Ride'. Please read and then click on the online form links below to confirm you have read these guidance notes.

Note: The Ride Safely documents will be reviewed and updated periodically. The latest version is the version on the SFACC website.

## Ride Safely – what Riders need to know

At the beginning and throughout each ride you should ask yourself:

### ***Am I fit?***

- Are you physically up to the challenge of the route at the advertised pace?
- Are you dressed appropriately for the forecast weather?
- Do you have everything you need with you to stay hydrated, fed and well?
- Is your 3<sup>rd</sup> party insurance cover up to date and valid?

### ***Is my bike fit?***

- Is your bike maintained, road legal and checked before you ride?
- Do you have sufficient spares and tools for roadside repairs?
- Do you have a phone, money and your ICE card, in case of an emergency?

### ***Are the roads fit?***

- Are the roads safe due to weather, excessive traffic or any other hazard?
- Do you know and apply the club etiquette and 'calls' the group will use to point out hazards?

### ***Are we Riding safely?***

- Are you following the Highway Code?
- Are you cycling courteously, respecting other road users?
- Are you following the SFACC guidance in 'Rules and Etiquette for Riding in Groups'?

**All riders taking part in SFACC group rides do so at their own risk. They are responsible for the roadworthiness of their own bicycles and have a duty to follow the Highway Code.**

If the answer is yes... enjoy your ride and Ride Safely.

If you want more information or you are a Ride Leader please read the next section: 'Ride Safely – What Ride Leaders need to know'.

## Ride Safely – What Ride Leaders need to know

As a Ride Leader you may find it helpful to read ‘Ride Safely - Tips for Leading a Successful Ride’. It is also strongly recommended you read ‘Ride Safely - Standard Risk Assessment for Club Rides’.

SFACC is a club made up of volunteers and you may be asked to help lead a ride occasionally. This can be fun, a challenge but it’s also a responsibility. As a Ride Leader you are covered by the Club Insurance (through [British Cycling](#)) from personal liability in respect of the organisation and management of an official club ride provided that best practice and risk management guidance has been followed and applied. The insurance requires that a risk assessment is carried out. We have formulated the main risk assessment on your behalf – see ‘Ride Safely – Standard Risk Assessment for Club Rides’ but **you will need to consider all the points below**. We have put the reference to the risk number after each point so that you can see why something is important and relevant as we lead rides safely.

Risk can rarely be eliminated, but it may be reduced. Below is a summary of the control measures (risk reduction measures) to reduce the chance of an event occurring that may affect the safety of riders. Risk assessment is a continuous process before our rides, whilst riding and afterwards. We are all involved in this dynamic risk assessment when we cycle. All riders taking part in club rides can contribute to keeping our rides safe and fun by understanding and putting into practice the guidance described below.

**All riders taking part in SFACC group rides do so at their own risk. They are responsible for the roadworthiness of their own bicycles and have a duty to follow the Highway Code.** It is the responsibility of the Ride Leader and the Group Coordinator to support other riders to reduce the risk to a minimum.

### Before setting off:

	Responsibility	Risk No.*
<b>Am I fit?</b>		
<ul style="list-style-type: none"> <li>Are all riders in the group fit enough / well enough for the ride?</li> <li>Are there any new riders? Welcome them, confirm their suitability for the ride.</li> <li>Do people have underlying health conditions the leader should be aware of?</li> </ul>	All riders	6, 7
<ul style="list-style-type: none"> <li>Are riders dressed appropriately for the weather?</li> <li>Helmets are strongly recommended.</li> </ul>	All riders	3,5,8
<ul style="list-style-type: none"> <li>Do riders have sufficient food &amp; drink?</li> <li>Are riders carrying necessary medication?</li> </ul>	All riders	5,6
<ul style="list-style-type: none"> <li>Is the group of a size to require a back-marker? Does the group require breaking into sub-groups each with a leader and back-marker?</li> </ul>	Ride Leader	7
<ul style="list-style-type: none"> <li>Are there young people (12-17 years) riding? Make sure they have a guardian with them if 12-15 and that all young people have had their guardian complete and submit a ‘Consent Form’</li> </ul>	Ride Leader	11
<ul style="list-style-type: none"> <li>It is a requirement of SFACC Membership that riders have 3<sup>rd</sup> Party Insurance cover. Arranging adequate insurance (3<sup>rd</sup></li> </ul>	All riders	15, 16

Party, theft or damage) is the responsibility of each rider. Membership of British Cycling, Cycling UK or British Masters Cycle Racing provides this insurance.		
<b>Is my Bike fit?</b>		
<ul style="list-style-type: none"> <li>Are bikes maintained, roadworthy and legal? Bike checked prior to every ride?</li> </ul>	All riders	1
<ul style="list-style-type: none"> <li>Do riders have necessary tools and spare parts?</li> </ul>	All riders	2
<ul style="list-style-type: none"> <li>Do riders have emergency items – mobile phone, ICE card, money, credit card?</li> </ul>	All riders	4
<b>Are the Roads fit?</b>		
<ul style="list-style-type: none"> <li>Has the weather made the roads dangerous, or increased the likelihood of an accident? If so, you should consider cancelling the ride.</li> </ul>	Ride Leader	8
<ul style="list-style-type: none"> <li>Are all riders aware of etiquette and 'calls' to keep the group safe on the road?</li> </ul>	All riders	12
<ul style="list-style-type: none"> <li>Has the Ride Leader briefed new riders of our ride etiquette and calls?</li> </ul>	Ride Leader	10
<ul style="list-style-type: none"> <li>Has the Ride Leader briefed the riders on route distance, café and any known issues regarding the route?</li> </ul>	Ride Leader	5,9
<ul style="list-style-type: none"> <li>To be safer and courteous to other road users should the group break into smaller sub-groups with front and back markers?</li> </ul>	Ride Leader	7

### On the Ride:

	Responsibility	Risk No.*
<b>Are we Riding Safely?</b>		
<ul style="list-style-type: none"> <li>Are the standard ride calls and warnings e.g. "Oil Up", "Oil Down", "Oil By", "Hole", "Horses", and hand signal warnings being used correctly and as necessary?</li> <li>Is the group riding smoothly, consistently and considerately and in accordance to the Highway Code and road conditions?</li> </ul>	All riders	12,13,14
<ul style="list-style-type: none"> <li>Is the Ride Leader warning riders of junctions, known poor road surfaces, hills, traffic and potholes?</li> <li>Is the Ride Leader checking on the riders behind and that the whole group is in sight?</li> <li>Can the Ride Leader see the back-marker?</li> </ul>	Ride Leader	14,17
<ul style="list-style-type: none"> <li>Is the group responding to the traffic situation? The Ride Leader or back-marker should consider breaking the group into sub-groups (e.g. 6); riding single file or pulling over on busy or narrow roads to allow traffic to pass safely.</li> </ul>	All riders Ride Leader	13
<ul style="list-style-type: none"> <li>Are riders obeying road signs and traffic lights?</li> </ul>	All riders	13
<ul style="list-style-type: none"> <li>The group should only stop in a safe place for regrouping, punctures and mechanical issues or accidents.</li> </ul>	All riders	13,17,20
<ul style="list-style-type: none"> <li>Horses and walkers – are vocal warnings of a group approaching being given and ride pace adjusted accordingly?</li> </ul>	Ride Leader	18,19

### After the Ride

	Responsibility	Risk No.*
<b>Reflecting and learning</b>		
<ul style="list-style-type: none"> <li>Consider a post ride debrief and noting any issues – share the lessons learned with the Group Coordinator as necessary</li> </ul>	Ride Leader	21
<ul style="list-style-type: none"> <li>New riders and young riders – inform the Director of Club Runs of their names</li> </ul>	Ride Leader	10,11,22

Note: Risk No.\* refers to the Identified Risk number in the Ride Safely - 'Standard Risk Assessment Club Rides' which can be found on the SFACC website.

If you are a Ride Leader **please click** this [link](#) (Link to MS Forms) to confirm that you have read “Ride Safely – What Ride Leaders need to know”.

## Ride Safely – Tips for Leading a Successful Ride

A Ride Leader must be familiar with the SFACC 'Ride Safely - What Ride Leaders need to know'. It is also strongly recommended you read 'Ride Safely - Standard Risk Assessment for Club Rides'.

### Planning the ride

- Plan a route with the capabilities of your group in mind; think about distance and the time it is likely to take.
- Think about the types of roads you will be going on; main roads, minor roads, narrow lanes and steep hills (up and down). Try to avoid fast A roads, complex major road interchanges and dual carriageways. If they can't be avoided keep the distance to a minimum.
- Be aware of crossing points for busy A roads. Look for traffic lights and easy crossings – be prepared to walk across busy roads with your group.
- Ensure you have nominated in advance a person who has agreed to stand in for you should you be unable to lead the ride on the day.

### Planning a break

Although not a requirement, many groups do have a 'café stop' to socialise, refuel and use the toilet.

- Plan a café stop appropriate to the size of your group.
- Phone the café in advance to let them know the time that you will arrive and approximate numbers in your group (if your group is likely to be greater than 6 riders).

### Publicise the ride

- Put details of the ride on the SFACC Group Calendar / Group Ride Forum.
- Announce the ride to group members through the group's WhatsApp group messaging. Ask members to confirm if they are riding.
- If you plan a route on a planning tool, such as 'Ride with GPS' (SFACC is a member, entitling us to extra user benefits), then make the route available on your Group Forum and group WhatsApp.
- Keep an eye on the weather forecast. Decide whether the ride can take place if bad weather is forecast. Notify in advance via the Forum and WhatsApp if you are going to cancel or delay the start time of the ride.

### Preparing to set off

- Are all riders of your group regular riders or is there someone you think may be new or under 18? (If so, then you need an additional discussion with them, see below.)
- Brief your group on the planned café stop and the expected distance plus any other ride info such as how hilly the ride will be.
- Ask if everyone has their SFACC ICE (In Case of Emergency) cards on them and if there are any issues to be aware of.
- Take a note of names of riders; if you are planning a café stop, then this can be done at the cafe.
- If the group is small (e.g. 11 or fewer riders), appoint a back-marker and ensure that the back-marker knows to stay at the back. The leader then only has to keep sight of the back-marker to know everyone is there.
- If the group is large (e.g. 12 riders or more), then split the group into 2 (or more) and appoint a back-marker for group 1 plus a lead and back-marker for group 2/3 etc.
- Check the weather forecast again! Decide whether the ride can take place if bad weather is forecast.

## Welcoming new members and those 'trying out the club'

- If there is a new member or visitor, then welcome them to the ride and introduce them to the other riders. Ask them what riding they have done previously and whether they have ridden in a group before. This will allow you to understand their likely performance on the ride.
- Inform them of the key points of group ride etiquette (see SFACC "Rules and Etiquette for Riding in Groups"). You should tell them about the warning calls we use, the need to be considerate to drivers and other road users, and for them to call out if they are going to stop for some reason (to avoid a potential accident or getting lost off the back).
- Take a cursory look at the rider's bike - if you see anything that makes you believe that it is not roadworthy, then advise them and tell that they can't ride until the bike is fixed.
- Check they have spare inner tubes, a pump, rain jacket and money.
- Check on their welfare during the ride and at the café; at the finish ask how they found the ride. If you think they may be in the wrong group, ask them to contact the club's Director of Club Runs for advice as to which group may suit them better.

## Young People (12-17 year olds)

- If you have a new 12-15 year old, then they must be accompanied by a parent or other responsible adult.
- A 16-17 year old may ride with parental approval without being accompanied.
- Ask the adult and/or the young person if they have completed a Consent Form and submitted it to the club's Director of Membership. If they haven't, then they cannot ride until this is done.
- Similarly, if they are new to the group, then brief them as "New Member / Visitor" above.

## During the Ride

### Pace

- Ride at a pace which keeps the average speed within the limits for the group. This will undoubtedly vary in accordance with road type, number of hills, the season and weather.

### Busy or Narrow Roads

- On busy roads ride in single file as this causes less frustration to motorists. Use the call "Single Out".
- Make sure that on busy roads that the gap between the groups is sufficient for vehicles to overtake one group at a time and safe for the cars to get into the gap between the groups. You may find that it is best to break into sub-groups of 6 on busy roads to aid the overtaking for vehicles.
- When coming to roads that may carry more risk, such as main roads, very narrow lanes, steep hills (up and especially down) or known gravelly areas, the Ride Leader should communicate the hazard to the group. Be prepared to stop the group so everyone can receive the communication.
- On narrow roads, if there has been a vehicle behind for some time, consider pulling over and stopping to let the vehicle through.

### Junctions

- At turns and junctions, slow the pace to ensure that you can see the back-marker, so everyone knows that you have made a turn.
- After the turn or junction, check behind to see if the entire group made it across – if not then slow the pace until they have caught up. Do not make the next turn until they have caught up.

- If you have split the ride into two groups, ensure the back-marker of group 1 can see the leader of group 2. At turns the group 1 back-marker must stop and wait until he/she can see the group 2 leader. The group 1 Ride Leader must then slow the pace until group 1 back-marker has caught up.

#### Other Hazards

- When you approach horses, slow down to a moderate pace and let the horse rider know you are there. Horses like to hear voices and often the clicking sound of freewheels can spook them.
- If someone punctures or has a mechanical, then stop the group in a safe place. Give vehicles room to pass. This may mean that 2 or 3 people help with the puncture / mechanical and the rest stand a bit further away in a layby or recess.
- If a rider intends to leave the group during the ride, then they must inform the Ride Leader.
- If there is a rider in the group whose riding is, in your, or the back-marker's, opinion, not safe, then you must politely inform the rider accordingly (you may want to stop the group for this). If the unsafe riding continues, you may need to ask the rider to ride separately from the group or leave the group if they know the route home.

#### At the Café stop

- Take a list of names of the riders. This is needed for the club's insurance purposes and also to collate data for submission for the Attendance Shield. Keep these names until the Attendance Shield is awarded at the end of the year. Ride Coordinators should retain the list of riders on each ride until the Attendance Shield is awarded.
- Consider taking a photo; this is a useful record of who is on the ride and looks great in the club magazine or on the website.
- Ask how everyone is with the ride and how they are feeling; check especially any new members, visitors, young people or those with a known health condition. Be discreet if you think someone may be unwell
- Inform the group of any particular route issues on the return ride.

#### At the Finish

- Ask the group if there were any issues with the ride or route which would be helpful to identify any lessons to be learned and for your next lead.
- Ask any new members or visitors how they are and how they got on with the group ride speed and distance. Ask them if they are happy with your group or would prefer a faster or slower group? Remind them that they should contact the Group Coordinator or Director of Club Runs to discuss suitable group options. Inform them that they can do two rides with the club after which they must sign up for club membership (for insurance purposes).

#### At home

- Reflect on the ride and consider whether you need to modify the route if you use it again.
- Seek feedback from your friends so that you can learn from the experience.
- If you had a new starter or new young person out – email the Director of Club Runs with their names.

If you are a ride leader **please click this [link](#)** (Link to MS Forms) to tell us that you have read “Ride Safely – Tips for Leading a Successful Ride”

**Philip Thorpe**  
**Director of Club Runs**  
 April 2021

## Ride Safely – Standard Risk Assessment for Club Rides

While this full risk assessment may not be everyone's choice of easy reading, **we require ride Group Coordinators and club officers** to read it and understand its contents... but of course everyone is welcome (and encouraged) to read it.

### Introduction

It goes without saying that looking out for one and other is very important and lies central to the ethos of the SFACC. "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 what you would consider to be common sense. There will be things as well that you may never have considered. The club does require members to join **British Cycling or Cycling UK or British Masters Cycle Racing** as this will ensure 3rd party insurance cover for the individual rider. In order 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 the occurrence of accidents and/or limit the impact.

As previously stated the club is required to have in place a Risk Assessment in order to manage and to minimise identified risks and any impacts. It is not expected that the club eliminates all risk, but we are required to protect people 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 identification of what risks, in our sport, present 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.

When that has been done the next stage is to consider practical ways to minimise that risk or minimise its impact. These identified ways are referred to as the Control Measures. Once the Control Measures have been implemented you are then left with the residual risk (or the risk could have been completely eliminated). The Risk Assessment can then be reviewed on a regular basis to assess a number of things, e.g. are the existing control measures working, have any new hazards been identified, have any existing hazards been eliminated.

### Responsibilities

As a **Ride Leader and/or Ride Group Coordinator and/or Director**, you have accepted the responsibility of leading others. As Ride Leaders and officers, we must take reasonable steps to minimise the exposure of others to risk of injury, to the best of our abilities without

negligence. That is, we must not create or ignore a foreseeable risk of injury; we must take reasonable steps to deal with it.

For example:

- If you are a **Director or Group Ride Coordinator**, you must review, communicate and implement the club's safety policy, risk assessments, training requirements etc.
- If you are a **Ride Leader**, you have agreed to lead a ride and you must take reasonable measures to see that the ride is as safe as it can be.

Risk assessment is a continuous process before our rides and on our rides, this is known as dynamic risk assessment.

It is also important to note that individual **Members of the Club as Riders** have a duty not only to themselves but to members of the public and to the persons with whom they are riding. This duty requires you, as a **club rider**, to consider the consequences of your acts and omissions, to ensure that they do not give rise to a foreseeable risk of injury to anyone.

### Summary

Reading this you may be thinking "this is onerous, I am never going out on my bike again". However, most of these recommendations are common sense, gathered by years of member experience and are actions that we already undertake. The key word in all of these recommendations is REASONABLE. Clearly, one is not expected to guarantee the safety of others, merely to act reasonably within these guidelines. Nevertheless, understanding and utilising these recommendations allows the club to operate at low risk and members to enjoy their rides with the minimisation of risks.

### Finally

Please click the link to the form at the end of this SFACC Risk Assessment to confirm that you have read and understand it.

**Importantly for all Riders, please respect the Ride Leader. 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 debrief.**

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 Ride Group Coordinator or the Director of Club Runs.

**All riders are reminded that they are responsible for their own safety; individuals take part in any group activities at their own risk.**

**We require all riders to obtain appropriate 3<sup>rd</sup> party insurance cover as a minimum from either British Cycling, Cycling UK or British Masters Cycle Racing.**

**It should be noted that no liability shall be attached to San Fairy Ann Cycling Club (including its directors, officials and members) for any injury, loss or damage suffered.**

Standard Risk Assessment for Club Rides Version 1.0	Document Location: <a href="#">Website Link</a> Document Reference: Ride Safely; Risk Assessments.
Completed by: Philip Thorpe, Director of Club Runs  Date Completed: 06/04/2021 Next Review Date: 01/04/2022	Reviewed by: Natalie Ceeney, Chairman of the SFA Board  Approved by: SFACC Board at the April 2021 board meeting

## Risk Assessment

### Pre-Ride

Identified Risk No.	Risk	Who is at risk	Level H/M/L	Control Measures Recommended	Residual Risk H/M/L	FURTHER ACTION RECOMMENDED / REQUIRED		
						Y/N	What	Who
1.	<b>Equipment:</b> Accidents and injury due to faulty equipment	Rider and potentially others in the group	L	<ul style="list-style-type: none"> <li>• Cycles must be legal and roadworthy</li> <li>• Riders to carry out pre-ride checks, brakes, frame, steering, pedals/cleats, wheels &amp; tyres</li> <li>• Tri-bars are not permitted on any club ride</li> </ul>	L	N	Annual service of bicycle	Rider
2.	<b>Equipment:</b> Risk of harm due to mechanical breakdown	Rider	M	<p>It is suggested that each rider to carry minimum tool kit:</p> <ul style="list-style-type: none"> <li>• Method of inflating tyre</li> <li>• Minimum one spare inner tube (2 recommended)</li> <li>• Tyre levers</li> <li>• Multi Tool (preferable with Chain splitter and chain connecting links).</li> <li>• Mobile phone</li> <li>• Money/cash card</li> <li>• Cycles must be legal and roadworthy</li> <li>• Contact Details of Ride Leader</li> </ul>	L	N		Rider
3.	<b>Equipment:</b> Risk of harm due to poor clothing for conditions	Rider	M	<ul style="list-style-type: none"> <li>• Riders to assess weather and to dress appropriately</li> <li>• Waterproof jacket/gilet to be carried when needed</li> <li>• Recommended good visibility or light coloured clothing/jacket (such as our club kit)</li> <li>• Strongly recommended that riders wear approved safety helmets, these should not have been involved in a crash impact and to be changed at manufacturer's recommended intervals.</li> <li>• Recommend the wearing of eye protection</li> <li>• Mudguards are recommended during the winter months</li> <li>• If riding at night ensure both front and rear lights have sufficient battery life for the ride.</li> <li>• Flashing front and rear lights will help you be seen riding solo to club runs, especially on dull days. Group back-markers may like to use flashing rear lights. However, if riding in a group with riders behind you, then flashing rear lights may be a</li> </ul>	L	Y	Weather forecast (eg Met office)	Rider

				distraction to them.				
4.	<b>Equipment:</b> Risk of harm if Stranded and alone	Rider	L	<ul style="list-style-type: none"> <li>• Mobile phone or money for public phone to be carried</li> <li>• Riders to carry their SFACC ICE card in their jersey pocket</li> <li>• Riders to know the café stop.</li> </ul>	Negligible Risk	N	Route information available on SFACC Website and/or WhatsApp Group	Rider
5.	<b>Equipment:</b> Thirst and hunger due to insufficient Food/Drink	Rider	L	<ul style="list-style-type: none"> <li>• Familiarise yourself with distance of ride prior to attending meeting point</li> <li>• Riders responsibility to ensure they carry enough food/drink/energy gels for duration of ride</li> <li>• Carry money to purchase food/drink</li> </ul>	Negligible risk	Y	Briefing, giving length of ride distance and any stops See point 9	Ride Leader , Rider
6.	<b>Preparation:</b> Health of rider affects their ability to ride	Rider	M	<ul style="list-style-type: none"> <li>• Riders to ensure they are aware of the distance/pace of the ride and are of sufficient level of fitness to complete ride</li> <li>• Do not start any ride if you are feeling unwell or you are not able to complete it.</li> <li>• Ensure any specific medication is taken on rides or any other first aid deemed necessary. Inform the Ride Leader if you are needing medication in case of an episode during the ride.</li> <li>• If during the ride you feel unwell, inform the Ride Leader immediately</li> </ul>	L	N		Rider
7.	<b>Group size/ Riders experience:</b> Risk of harm due to accident or traffic problems	Riders and Public	L	<ul style="list-style-type: none"> <li>• Group to be split at Ride Leader's discretion</li> <li>• Groups should be split according to ability and speed</li> <li>• Any new riders should identify themselves to the Ride Leader and consideration should be given to allocating a 'ride buddy'</li> <li>• Be familiar with the Highway Code and particular advice on where/when to ride two abreast or single file.</li> <li>• Always follow any instruction given by the Ride Leader.</li> </ul>	L	Y	If the designated Ride Leader is not available, then a Ride Leader should be chosen from regular experienced ride leaders within the group	Ride Leader , Riders
8.	<b>Weather</b> Risk of accident due to adverse weather	Rider	M	<ul style="list-style-type: none"> <li>• Ride Leader to review weather conditions prior to ride.</li> </ul>	L	N	Consider weather conditions and cancel or delay start of the ride as necessary.  Notify riders of cancellation or delay via WhatsApp group and SFA website	Ride Leader

9.	<b>Communicate</b> Risk of harm due to poorly prepared riders	Rider	M	Ride Leader to give pre-ride briefing including: <ul style="list-style-type: none"> <li>• Overview of route, any stops, likely duration and distance</li> <li>• Known route hazards, diversions or other considerations</li> <li>• Any issue relevant to the weather (wind/frost/ice)</li> <li>• Check for presence of new members or guests</li> </ul>	L	N		Ride Leader
10.	<b>New/Guest Riders:</b> Risk of harm due to inexperienced riders	Riders and Public	M	<ul style="list-style-type: none"> <li>• Guest/new rider must introduce themselves to Ride Leader</li> <li>• Ride Leader to welcome new rider and introduce them to the other riders.</li> <li>• Ride Leader to ask guest about their riding competence, distance, speed etc. and whether they have ridden in a group before.</li> <li>• Ride Leader to inform new rider of club run calls and etiquette.</li> <li>• Guest must hold a genuine view to join the SFACC.</li> </ul>	M	Y	<p>Consider inviting a competent rider and club member to ride with guest. Rider to teach ride/club protocol during the ride (see also point 7)</p> <p>Establish if ridden as a guest before with SFACC with intention of joining the club and inform guest of need for own insurance and to apply for membership of the SFA after two rides.</p>	Rider allocated to guest  Ride Leader
11.	<b>Young Rider Aged 12-17</b> Safeguarding risk in event of accident or other issue	Riders and Ride Leader	M	<ul style="list-style-type: none"> <li>• Riders aged between 12 and 17 need to make sure they make Ride Leader aware of their age and that they are a competent rider and have signed and submitted a parental Consent Form to the club membership secretary</li> <li>• If the young rider is 12-15, then they must be accompanied by a parent or responsible adult.</li> <li>• If the young rider is 16-17, then they may ride with parental approval and no additional supervision.</li> <li>• Also cover all Control Measures as for New/Guest Riders point 10 above.</li> </ul>	L	Y	If Young rider unaccompanied; Ride Leader to assign, an experienced and trusted rider to support them	Rider, Ride Leader

## On the Ride

Identified Risk No.	Risk	Who is at risk	Level (H/M/L)	Control Measures Recommended	Residual Risk H/M/L	FURTHER ACTION RECOMMENDED / REQUIRED		
						Y/N	What	Who
12.	<b>Collision/Accident:</b> Risk of harm and injury to other riders in the group	Rider	M	<ul style="list-style-type: none"> <li>• Ensure bike is maintained</li> <li>• All riders to know the group ride calls, hand signals and warnings and ensure that these calls are passed along the line</li> <li>• Ride smoothly and consistently, be aware of those around you and do not brake without warning</li> <li>• Concentrate at all times and anticipate changing road conditions</li> <li>• When negotiating unforeseen road conditions (such as potholes) riders should be aware that their actions affect others</li> <li>• Ride slightly to the side of the wheel in front and with sufficient safe gap if not confident or competent to ride immediately behind the wheel in front</li> <li>• Do not let your front wheel overlap that of the rear wheel of the bike in front</li> <li>• When riding two abreast maintain an even pace and do not speed up when another rider draws level (do not 'half wheel')</li> </ul>	L	Y	<p>Pre ride briefing to be undertaken (point 9 above)</p> <p>New / inexperienced riders to be identified and given ride buddy (experienced rider) where possible</p>	<p>Ride Leader</p> <p>Ride Leader</p>
13.	<b>Collision Accident:</b> Risk of injury or harm to or due to other road users	Riders and Public	H	<ul style="list-style-type: none"> <li>• Riders will conform to the Road Traffic Act and follow the Highway Code at ALL times</li> <li>• Riders will obey all traffic signals and signs</li> <li>• At times of poor visibility, wear bright clothing and if necessary use cycle lights</li> <li>• All riders to continually assess traffic conditions, driver attitudes and carry out dynamic risk assessments e.g. get off and walk/use a pedestrian crossing if you have to cross a major road or break group into smaller sub-groups on a busy road.</li> <li>• Should the need to stop arise e.g. through puncture, breakdown etc. then a place must be found sufficiently off the road to allow safe passage of traffic</li> <li>• Consider using person(s) at strategic points to warn oncoming traffic of any</li> </ul>	M	Y	<p>Consideration be given to nominating a Ride Leader assistant during any ride to assist with control of the group.</p> <p>All accidents to be reported as per the Road Traffic Act</p> <p>All accidents to be reported to the Board via the Director of Club Runs detailing the circumstances</p>	<p>Ride Leader</p> <p>Rider</p> <p>Ride Leader</p>

				obstruction. • Riders to warn of approaching vehicles using known calls			Accident trend monitoring to be conducted	Board
14.	<b>Accident:</b> Injury due to Falling off	Rider	M	<ul style="list-style-type: none"> <li>• Pay close attention to the road surface at all times and dynamically risk-assess any changes identified, e.g. consider dismounting to cross ice or a ford.</li> <li>• Be aware of the calls / warnings in relation to changes in surface such as potholes and use / pay attention to these warnings.</li> <li>• Only ride at a speed at which you are competent / confident particularly on descents.</li> <li>• Ice on the roads should be brought to the attention of the Ride Leader immediately.</li> </ul>	L	Y	Should a club ride set off and there be a risk of ice then there should be a continual dynamic risk assessment of the conditions. Consideration should be given to; a) Call ride off b) change the route c) Stick to main roads if they are clear of ice.	Ride Leader
15.	<b>Insurance</b> 3rd Party Claim Arising from Accident / incident	Rider	L	• SFACC requires all members are covered for 3rd party claims via an appropriate insurance policy e.g. British Cycling / Cycling UK / British Masters Cycle Racing.	L	N		Rider
16.	<b>Crime</b> Risk of theft of cycle or other valuables	Rider	M	<ul style="list-style-type: none"> <li>• Always try and ensure that your bike is within your sight during stops.</li> <li>• At protracted stops e.g. café, ensure that your bike is locked to an immovable object / other bikes using a good quality /approved lock.</li> <li>• Ensure that you have adequate insurance cover in place covering the loss of your bike</li> </ul>	L	Y	<p>If a theft does occur, report to the police.</p> <p>Also report the theft to the Director of Club Runs so that the club has a record of location and circumstances for future reference.</p>	Rider  Ride Leader
17.	<b>Obstruction:</b> Risk of injury and harm when stopping at roadside	Riders and Public	M	<ul style="list-style-type: none"> <li>• Always choose a safe place to stop as a group, and in particular avoid road junctions, bends and other physical road hazards.</li> <li>• Warn riders before stopping, and keep the carriageway clear.</li> <li>• In the event of punctures, breakdowns etc. clear the carriageway if possible, or Ride Leader to instruct the group to continue to a safe waiting place.</li> <li>• Assess the problem and decide whether to hold up the ride or leave the affected rider with helpers and details of the route to the next stop(s).</li> <li>• If unsure of the route, stop well before junction to consult map.</li> </ul>	L	N		Rider, Ride Leader

				<ul style="list-style-type: none"> <li>• Check for presence of back-marker at junctions. If necessary wait for slower riders before or just beyond the junction.</li> </ul>				
18.	<b>Obstruction:</b> Passing horses	Riders and Horse rider	M	<ul style="list-style-type: none"> <li>• On approach to a ridden horse, the lead rider should warn the horse rider by verbal communication that cyclists are approaching.</li> <li>• Thereafter proceed and pass by slowly.</li> <li>• Heed any advice given by horse rider. (Horses can be spooked by bikes, it is essential that the horse hears the human voice before it sees the bike.)</li> </ul>	L	N		Rider
19.	<b>Obstruction:</b> Accidents, injury or harm when using Shared Spaces and Cycle trails	Rider and Public	M	<ul style="list-style-type: none"> <li>• Speed should be reduced on trails.</li> <li>• Be aware of debris, litter and loose surfaces.</li> <li>• When approaching other users, reduce speed and give a warning sound, either bell or vocal to warn of your presence.</li> <li>• Dog walkers may need extra time to control or distract their animal so give extra time for warning.</li> <li>• Wild life is more abundant on trails and riders should be vigilant.</li> </ul>	L	N	See also points 12,14,17	Rider, Ride Leader
20. Ride	<b>Obstruction</b> Risk of additional injury after an accident	Riders	M	<ul style="list-style-type: none"> <li>• The group should be moved to a safe position off the road.</li> <li>• If required, take reasonable measures to control traffic</li> <li>• Administer first aid, if required call 999 for assistance.</li> <li>• Riders should consider having an app on phone to assist with the quick identification of their location (e.g. what3words etc)</li> <li>• If the injured cyclist is unable to continue, one (or preferably two) of the group must stay with that person until assistance arrives.</li> <li>• Ride Leader to assist any casualty in filling in an accident report form.</li> </ul>	L	Y	Inform the Group Coordinator and the Director of Club Runs of the accident.	Ride Leader

## Post-Ride

Identified Risk No.	Risk	Who is at risk	Level (H/M/L)	Control Measures Recommended	Residual Risk H/M/L	FURTHER ACTION RECOMMENDED / REQUIRED		
						Y/N	What	Person Responsible
-	-	-	-	-	-	Y/N	What	Person Responsible
21.	Learning from incidents is lost	Riders	L	<ul style="list-style-type: none"> <li>• At the end of the ride the Ride Leader to conduct a ride debrief.</li> <li>• Riders are encouraged to raise any issues or concerns and just as important, to talk about things that have gone well.</li> <li>• In addition, any accidents, near misses and anything else of note must be brought to the attention of the Ride Leader if it hasn't already been done.</li> <li>• If any rider is not comfortable doing this in front of others then please approach a Board member (e.g. Director of Club Runs) / club official privately, via official email channels.</li> <li>• Ride Leader to inform the Group Coordinator about any matter arising with the ride.</li> <li>• Group Coordinator to inform the Director of Club Runs about any significant matters arising.</li> </ul>	L	Y	Report to the Board any significant matters arising from the club runs that you feel will benefit other SFACC club rides.	Director of Club Runs
22.	New riders unsupported	Riders	L	<ul style="list-style-type: none"> <li>• Ride Leader to inform the Group Coordinator of the names of new riders and young riders.</li> <li>• Group Coordinator to inform the Director of Club Runs of their names.</li> </ul>	L	Y	<p>Inform the Director of membership of new starters so they can be tracked in order to join the club and take out 3<sup>rd</sup> party insurance.</p> <p>Inform the Director of Welfare of 12-17 year olds so that Consent Form can be checked and guardian confirmed.</p>	<p>Director of Club Runs</p> <p>Director of Club Runs</p>

Please click this [link](#) (Link to MS Forms) to confirm that you have read 'Ride Safely – Standard Risk Assessment Club Rides'.