**St Anne’s Fulshaw PTA- Road to Tokyo Cycling Activities Risk Assessment**

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| Activity | Hazard | 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 |
| Pre- Ride | Equipment: Conditions, accidents | Rider | L | * Cycles must be legal and roadworthy * Riders to carry out pre-ride checks, brakes, frame, steering, pedals/cleats, wheels & tyres | L | N |  | Rider |
| Pre-Ride | Equipment: | Rider & | M | It is suggested that each rider to carry minimum tool kit comprising: | L | N |  | Rider |
|  | Breakdown, | Public |  |  |  |  |  |
|  | Stranded |  |  |  |  |  |  |
|  |  |  |  | * Method of inflating tyre/inner tube * At least one inner tube (2 recommended) * Mobile phone and money/cash card * Cycles must be legal and roadworthy * Contact Details of organiser |  |  |  |
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| Pre- Ride | Equipment: | Rider | M | * Riders to assess weather and dress appropriately * Waterproof jacket/gilet to be carried when needed * Recommended high visibility clothing/jacket * Strongly recommended that Riders wear approved safety helmets, these should not of been involved in a crash impact and to be changed at manufactures recommended intervals. * Recommend the wearing of eye protection | L | Y | Met Office weather | Rider |
|  | Clothing-Visibility, |  |  |  |  | forecast |  |
|  | Comfort and |  |  |  |  |  |  |
|  | safety |  |  |  |  |  |  |

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| Pre- Ride | Equipment: Communication, stranded | Rider | L | * Mobile phone or money for public phone to be carried * Riders to have ICE numbers either in the phone or on person/visible * Riders to be familiar with route and be aware of where they are at all times | No Risk | N | Route details will be available on social media in advance. | Rider |

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| Y/N | what | Person  Responsible |
| Pre- Ride | Equipment: Food/Drink | Riders | L | * Familiarise yourself with distance of ride prior to attending meeting point * Riders responsibility to ensure they carry enough food/drink/energy gels for duration of ride * Carry money to purchase food/drink | No Risk | Y | Briefing, giving length of ride  distance and any stops See point 9 | Organisers |
| Pre- Ride | Preparation: Health | Rider | M | * Riders to ensure they are aware of the distance/pace of the ride and are of sufficient level of fitness to complete ride * Do not start any ride if you feeling unwell or you are not able to complete it. * Ensure any specific medication is taken on rides or any other first aid deemed necessary. * If during the ride you feel unwell, inform the ride organiser immediately | L | N |  | Rider |

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| Pre- ride | Group size/ Riders experience:  Accident, traffic problems | Riders and Public | L | * Group to be split at ride organiser discretion * Groups should be split according to ability and speed * Be familiar with the Highway Code (Rules 59 to 82) and particular advice on where/when to ride two abreast or single file (rule 66). Always   follow any instruction given by ride captain | L | Y | Should always be an experienced rider within the group | Organisers |
| Pre - Ride | Weather | Rider | M | * Organiser to review weather conditions prior to ride. | L | N | Consideration is given to adverse weather conditions and cancellation of rides | Organisers |

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| Y/ N | What | Person Responsible |
| Pre- ride | Communication | Rider | M | Organiser to undertake a pre-ride briefing for all riders to cover;   * An overview of the route, any stops, likely duration and distance * Any known route hazards, diversions or other considerations * Any issue relevant to the weather (wind/frost/ice) | L | N |  | Organisers |
| Ride | Collision/ | Rider | M | * Ensure bike is properly maintained * All riders to be conversant with the group ride calls, hand signals and warnings and ensure that these calls are passed along the line * Ride smoothly and consistently, be aware of those around you and do not brake without warning * Concentrate at all times and anticipate changing road conditions | L | Y | Pre-ride briefing to be undertaken | Organisers |
|  | Accident: |  |  |  |  |  |  |
|  | Each other |  |  |  |  |  |  |
|  |  |  |  |  |  | Inexperienced riders |  |
|  |  |  |  |  |  | identified and given |  |
|  |  |  |  |  |  | ride buddy (experienced |  |
|  |  |  |  |  |  | rider) where possible |  |
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|  |  |  |  | * When negotiating unforeseen road conditions (such as potholes) riders should be aware that their actions impact on others * Ride slightly to the side of the wheel in front and with sufficient safe gap if not confident/competent to ride immediately behind the wheel in front * Do not let your front wheel overlap that of the rear wheel of the bike in front * When riding two abreast maintain an even pace and do not speed up when another rider   draws level (do not ‘half wheel’) |  |  |  |  |
| Ride | Collision Accident: | Riders and Public | H | * Riders will conform to the Road Traffic Act and follow the Highway code at ALL times * Riders will obey all traffic signals and signs * At times of poor visibility, wear bright clothing and if necessary use cycle lights * All riders to continually assess traffic conditions, driver attitudes and carry out Dynamic Risk Assessments (DRA). e.g. get off and walk/use a pedestrian crossing if you have to cross a major road * 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 * Consider using person(s) at Strategic points to warn oncoming traffic of any obstruction. * Riders to warn of approaching vehicles using known calls | M | Y |  | Organiser/ Riders |
|  |  |  |  |  |  | All accidents to be reported as per the Road Traffic Act and to the committee. An accident report submitted detailing the circumstances |  |
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| Ride | Accident: Falling off | Rider | M | * Pay close attention to the road surface at all times and dynamically risk-assess any changes identified. e.g. consider dismounting to cross a ford. | L | Y |  | Riders |

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|  |  |  |  | * Be aware of the calls / warnings in relation to changes in surface such as potholes and use / pay attention to these warnings. * Only ride at a speed at which you are competent/confident particularly on descents. |  |  |  |  |

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| Y/N | What | Person  Responsible |
| Ride | Theft of cycle | Rider | M | * Always try and ensure that your bike is within your sight during stops. * At protracted stops e.g. café, ensure that your bike is locked to an immovable object / other bikes using a good quality /approved lock. * Ensure that you have adequate insurance cover   in place covering the loss of your bike | L | Y | If a theft does occur report to the police. | Rider |
| Ride | Stopping | Riders and Public | M | * Always choose a safe place to stop as a group, and in particular avoid road junctions, bends and other physical road hazards. * Warn riders before stopping, and keep the carriageway clear. * In the event of punctures, breakdowns etc.   clear the carriageway if possible, or organiser | L | N |  | Rider |

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|  |  |  |  | to instruct the group to continue to a safe waiting place.   * 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). * If unsure of the route, stop **well before** junction to consult map. Check for presence of back marker at junctions. If necessary wait for   slower riders **beyond** the junction. |  |  |  |  |
| Ride | Passing horse | Riders/ Horse rider | M | * On approach to a ridden horse, the organiser should warn the horse and horse rider by verbal communication that a human(s) are present and behind. Thereafter proceed and pass by slowly. * 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. | L | N |  | Rider | |

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| Y/N | What | Person  Responsible |
| Ride | Cycle trails | Rider and Public | M | * Speed should be reduced on trails. * Be aware of debris, litter and loose surfaces. * When approaching other users, reduce speed and give a warning sound, either mechanical or vocal to warn of your presence. * Dog or pet walkers may need extra time to control or distract their animal so give extra time for warning. * Wild life is more abundant on these trails and riders should be vigilant. | L | Y |  | Organiser |

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| Ride | Event of accident | Riders | M | * The group should be moved to a safe position off the road. * If required, take reasonable measures to control traffic * Administer first aid (if trained), if required call 999 for assistance. * If injured cyclist is unable to continue, one of the group must stay with that person until assistance arrives. | L |  |  | Organiser |