

York Wednesday Wheelers

Generic Risk Assessment

Introduction

York Wednesday Wheelers is a member group of Cycling UK, the UK's largest cycling organisation. Our main activity is to organise day-long group cycle rides, every Wednesday, departing from York.

What is set out in the 'Risk Assessment' document is a written record of our assessment of risks plus the actions we will take to reduce and manage these risks. Every time we ride our bikes, we are exposing ourselves to various risks and this Risk Assessment helps us to focus our minds on these risks and hopefully reduce them.

A number of the risks in this risk assessment are managed through ride planning, including weather assessments, by the Ride Leaders. Some risks are managed through controls exercised by the Ride Leader. The majority of risks are managed by actions taken by individual participant riders who should recognise that they have a duty of care to themselves and to others in the group.

Key for Table below:

Severity and likelihood:

1 = Low

2 = Medium

3 = High

Risk Score:

1, 2 or 3 = Low

4 = Medium

5 to 9 = High

US = Uncontrolled Severity

UL = Uncontrolled Likelihood

UR = US x UL = Uncontrolled Risk

CS = Controlled Severity

CL = Controlled Likelihood

CR = CS x CL = Controlled Risk

Activity	Hazard	US	UL	UR	Mitigation Measures	Person responsible	CS	CL	CR
Pre-Ride	Equipment: Failing Equipment	3	1	3	Cycles must be roadworthy. Riders to inspect their cycle prior to each ride,	Rider	3	1	3
					Each rider must carry tools and spares appropriate to their bike	Rider			
					If a rider or Ride Leader has concerns about the condition of a rider's bike before the ride commences they may consider carrying out a bike assessment	Rider/Ride Leader			
Pre-Ride	Route: Bad Surfaces etc.	3	2	6	Routes are planned to avoid known hazardous roads. Routes are reviewed before the ride considering the weather forecast, and rides re-routed, delayed or cancelled if risk is too high.	Ride Leader	3	1	3
Pre Ride	Known medical conditions – e.g. asthma, epilepsy, severe allergy, heart condition etc.	3	2	6	Riders with a known medical condition are to ensure that they are fit to participate in the ride, carry any necessary medication and ensure that an accompanying rider has sufficient knowledge of the condition to ensure their safety in the event of an incident. Riders should carry a card, where known medical conditions can be listed.	Rider	3	1	3
Pre-Ride	Equipment Breakdown, stranded	3	2	6	Each rider must familiarise themselves with the distance, pace and severity of the ride planned prior to their decision to attend.	Rider	3	1	3
					To assist this decision, information is provided prior to the ride on the Club's website. In addition a briefing may be provided at the starting point.	Ride Leader			
					All riders should carry an ICE (in case of emergency) card either in their bag or on their person so others can use their contacts if necessary	Rider			
Pre-Ride	Inexperienced riders in the group	3	2	6	When there are inexperienced riders, consideration should be given to reducing the size of the group or split the group into smaller sub groups	Ride Leader	3	1	3
Pre-Ride	Hypothermia, sun burn or heat stroke due to weather conditions	2	2	4	Routes are reviewed before the ride considering the weather forecast and rides re-routed, delayed or cancelled	Ride leader	2	1	2
					Riders to assess weather conditions and dress/prepare/use sun shield appropriately	Rider			
Pre-Ride	Inexperienced rider (new to club)	3	2	6	Any guest/new rider must introduce themselves to the Ride Leader who will discuss the suitability of the ride, ride safety and the need to follow the Ride Leader guidance	Rider / Ride Leader	3	1	3

Activity	Hazard	US	UL	UR	Mitigation Measures	Person responsible	CS	CL	CR
Ride	Collision with other road user (motor vehicle, pedestrian, horse rider, cyclists, etc.)	3	2	6	Routes are planned to avoid known hazardous rights of way, busy roundabouts etc. where possible	Ride Leader	3	1	3
					All riders must follow the Highway Code at all times including obeying traffic signals and signs	Rider			
					If poor visibility expected, wear bright clothing and use cycle lights	Rider			
					All riders to continually assess traffic conditions, driver attitudes and take appropriate safety action.	Rider			
					Should a need to stop arise e.g. through puncture, then a place must be found sufficiently off the right of way for the group to wait safely and the bike be attended to	Ride leader/Rider			
					Riders to use warnings and signals to warn of approaching vehicles and other hazards (Car-down to warn of vehicle approaching from front, Car-back when it's approaching from behind)	Rider			
					When approaching horse rider(s) lead riders are to warn and slow the group and warn horse riders of the approaching group. The group to pass wide and slow or stop to allow horses to pass or take instruction from horse rider. The group is always to give way to horses	Rider			
Ride	Impact with ground falling from cycle due to fatigue	3	2	6	Riders have responsibility for ensuring that they carry enough food/drink for duration of the ride	Rider	3	1	3
					The Ride Leader will plan appropriate café and refreshment stops or state that none are planned in the advance information and at briefing.	Ride Leader			
					If during the ride you (or you observe someone) become significantly fatigued or unwell, inform the Ride Leader immediately	Rider			
Ride	Collision with other riders in the group	3	2	6	Riders in the group should position themselves to avoid overlapping wheels and not routinely pass on the inside of another rider	Rider	3	1	3
					Riders of e-Bikes should be prepared for other riders to slow on inclines and to leave sufficient gap to the wheel in front of them.	Rider			
Ride	Collision with an animal	3	1	3	Riders at front of the group to be observant of such hazards and shout out warnings to the group	Rider	3	1	3
Ride	Damage to eyes from road spray, insects, grit etc.	2	2	4	Each rider to consider wearing suitable eye protection to protect against branches, insects, rain, sunlight and mud	Rider	2	1	2
					All riders requested to fit mudguards when it is probable that conditions will be poor – for instance during winter months	Rider			

Activity	Hazard	US	UL	UR	Mitigation Measures	Person responsible	CS	CL	CR
Ride	Impact with ground – falling due to bad surface (e.g. gravel, ice, pothole, oil, etc.)	3	2	6	Routes are planned to avoid known hazardous roads. Routes reviewed before ride considering weather forecast and rides re-routed, delayed or cancelled if risk is too high	Ride Leader	3	1	3
					All riders must pay close attention to the road surface and the immediate environment.	Rider			
					All riders to only ride at a speed at which they are competent/confident particularly on descents	Rider			
					Riders shall communicate hazards to other members of the group	Rider			
					The use of personal protection such as helmets and gloves may reduce injury in the event of a fall but do not prevent the incident arising. Wearing of PPE is a personal choice	Rider			
Ride	Collision or fall due to being blown off course (strong winds or draft from large vehicle)	3	2	6	Routes are planned to avoid major roads where high numbers of large vehicles are expected	Ride Leader	3	1	3
					Routes are reviewed before the ride considering the weather forecast and rides re-routed to more sheltered routes, delayed or cancelled if risk is too high	Ride Leader			
					Riders to increase space between themselves in windy conditions	Rider			
Ride	Lone cycling (illness, injury etc. when abandoned by the group)	3	1	3	Club rides are intended as group rides, riders should communicate up the group to inform the leader of anybody being dropped or stopping. Riders must inform the leader if they are joining or leaving the ride at any point	Rider	3	1	3
					A Ride Leader should not leave a rider stranded alone unless it is safe to do so. Ride Leaders should wait at junctions and hilltops until the whole group has arrived and is ready to go again. In order for the Ride Leader to be sure that nobody has been dropped, they must be aware of their group size at the start and to do a headcount when regrouping.	Ride Leader			
					Riders must be prepared to take care of themselves should they become stranded due for instance to bike failure or otherwise become separated from the group. This means each rider preferably carrying: <ul style="list-style-type: none"> • Method of inflating tyre/inner tube • At least one spare inner tube (preferably two) • 2/3 tyre levers • Multi-tool with chain splitter • Mobile phone and money/cash card • Contact details of Ride Leader 	Rider			
Ride	Hazards listed above encountered at night	3	2	6	All riders to use road legal lighting during lighting up hours and wear bright clothing	Rider	3	1	3

Notes

Ride Leaders are not First Aiders; no provision is made for first aid on rides

Ride Leaders should take a headcount before setting off on ride and possibly a photograph to record those that are attending the ride (the photograph may be deleted on conclusion of the ride)

In the event of a significant incident or near miss, the Ride Leader should write a report detailing the circumstances and present this to the committee. Use the Cycling UK Accident/Incident Report Form if possible.

Riders are encouraged to raise issues with the Ride Leader and just as importantly to talk about things that have gone well.

Cycling UK Accident/Incident Report Form:

https://www.cyclinguk.org/sites/default/files/document/2020/01/cycling_uk_accident_incident_report_form_201920.pdf