



Hedge End Triathlon Club Generic Risk Assessment Road Rides 2020

Risk Assessment Introduction: It goes without saying that looking out for one another is very important. We apply common sense to our rides.

In order to comply with the requirements of the Club's insurance 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 or even eliminate the risks. 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 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.

When that has been done the next stage is to think of ways to reduce / eliminate that risk. These are 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.

Duties of Care as a Committee Member: you accepted the responsibility of leading others. You owe them a duty of care to ensure that they are not exposed to a foreseeable risk of injury, as far as you reasonably can. If you accept a position, you are likely to agree to carry out certain functions, which may affect the safety of others both inside and outside the Club. You are accepting responsibility and you must fulfil those duties to the best of your ability without negligence. That is, you must not create a foreseeable risk of injury and you must take reasonable steps to deal with any foreseeable risk of injury, which exists or arises.

For example:

- If you are a Committee Member, you must implement, discharge, communicate and review the club's safety policy, risk assessments, training requirements, and you must take reasonable measures to see that the ride is as safe as it can be.
- It is also important to note that individual Members of the Club have a duty of care not only to themselves but to members of the public and to the persons with whom they are riding. i.e. The duty of care requires you to consider the consequences of your acts and omissions and to ensure that those acts and/or omissions do not give rise to a foreseeable risk of injury to any other person.

However, as stated earlier, most of this is common sense and is an action that we already undertake. The key word in all of this is REASONABLE. Clearly, one is not expected to guarantee the safety of others, merely to act reasonably. 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.

All Riders are reminded that they are responsible for their own safety. Individuals take part in any group activities at their own risk. We strongly urge all Riders to obtain appropriate 3rd party insurance at a minimum. It should be noted that no liability shall be attached to the Hedge End Triathlon Club (including its Officials and Members) for any injury, loss or damage suffered.

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

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Date Risk Assessment Completed: 10th July 2020

Name of Person Competing Risk Assessment: Jo Nash

Date of Next Review: 10th July 2021

Risk Assessment

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	Communication/ Actions if Stranded	Rider	L	<p>Mobile phone or money for public phone to be carried.</p> <p>Riders to have ICE numbers on their person clearly marked.</p> <p>Riders to be familiar with the route and be aware of where they are at all times.</p> <p>Regular regrouping to occur, particularly in poor weather, at the top of climbs and when a rider has fallen out the back of the group.</p> <p>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 mobile phone, knowing the route / general area, or having a map, and knowing public transport options for getting back.</p> <p>Riders in groups are to be aware of who is in their group and ensure no one is left behind.</p> <p>However a Ride Leader shall not leave a rider stranded unless it is safe to do so. Particular care and thought should be taken with more vulnerable riders.</p> <p>First Aid procedures to be carried out as a priority.</p>	L	Y	<p>Routes will be available on Facebook</p> <p>Any Medical Conditions to be disclosed to the Ride leader before the ride.</p> <p>Riders advised to carry ICE number on them.</p>	Ride Leader & Riders

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Pre-ride	Communication	Rider	M	Ride leader/rider acting on behalf of the committee must undertake a pre-ride briefing for all riders to cover; An overview of the route/terrain, any stops, likely duration and distance Any known route hazards, diversions or other considerations. Emphasis on controlled speed and braking. Considerate road riding. Any issue relevant to the weather (wind/frost/ice.) Check for presence of new members or guests	L	N		Ride leader
Pre ride	New riders	Rider	M	Ride leader to undertake new rider briefing. Includes an overview of the route, stops, likely duration and distance. Any known hazards, diversions and other considerations. Basic hand signals and call out outs, and basics of benefits of group riding and safety.	L	Y	Direct new rider to online policies and BRITISH TRIATHLON website.	Ride leader
Pre-ride	New/Guest Riders	Rider and Public	M	Any guest/new rider must introduce themselves to the Ride leader Guest/new rider must listen to the pre-ride briefing. They must acknowledge this Risk Assessment document before becoming a member.	M	Y	Consider inviting a competent rider and club member to ride with guest.	

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Pre-Ride	Weather	Ride Leader	M	Ride Leader to ensure that they are aware of the weather forecast for the whole of the ride (time/distance) including additional time for stops (whether anticipated or not).	M	Y	<p>Riders to increase space between themselves in windy conditions.</p> <p>Ride leaders to consider cancelling rides in exceptionally high winds and to plan sheltered routes if wind is a problem.</p> <p>Ride leaders to avoid major roads with high numbers of large vehicles where possible.</p>	Ride Leader
Pre-Ride	Food/Drink	Rider	L	<p>Riders to familiarise themselves with distance/technicality of ride prior to attending meeting point.</p> <p>Riders responsibility to ensure they carry enough food/drink/energy gels for duration of ride. Carry money to purchase food/drink.</p>	L	Y	Briefing, giving length of ride distance and any stops.	Riders

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Pre-Ride	Bicycle/Helmet/Eye Protection	Rider	L	<p>Cycles must be legal and roadworthy. Riders to inspect their cycle prior to each ride paying particular attention to brakes, frame, steering, pedals / cleats, wheels and tyres.</p> <p>Each rider to carry tools and spares appropriate to their bike.</p> <p>Each rider to consider wearing suitable eye protection to protect against insects, rain, sunlight and mud flicking up from their own bike and bikes in front.</p> <p><i>Note that personal protection such as helmets and gloves may reduce injury in the event of falling off but do not prevent the incident arising.</i></p>	H	Y	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 and Ride Leader
Pre-Ride	Health	Rider	M	<p>Riders to ensure they are aware of the distance/difficulty of the ride and are of sufficient level of fitness to complete ride.</p> <p>Riders should not start any ride if they are feeling unwell or may be unable to complete it.</p>	L	N		Rider

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Pre-Ride	Health	Rider	L	All riders to adhere to UK Government/British Triathlon regulations regarding social distancing. <i>Note that hand gel, facemarks etc are the individual rider's responsibility.</i>	L	N		Rider
Pre-ride	Group size/ Riders experience	Rider and Public	L	Group to be split at Ride leaders discretion. Groups should be split according to ability, speed and any Governing Body regulation. Any new riders should identify themselves to the Ride Leader. Consideration should be given to allocating a 'ride buddy'. Riders must follow any instruction given by Ride Leader or someone acting on behalf of the Ride Leader When cycling on roads, extra care should be taken and the Highway Code must be followed.	L	Y	If a Ride Leader is not available, experienced riders are expected to step up	Ride Leader

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Ride	Rider Fatigue	Rider	M	<p>Each rider must familiarise themselves with the distance, pace and severity of the ride planned prior to making their decision to attend.</p> <p>Riders have responsibility for ensuring that they carry sufficient food / drink / energy gels for duration of ride. The ride leader will plan appropriate café and refreshment stops or state that none are planned in the advance information and at the briefing.</p> <p>Riders to carry money to purchase food / drink.</p> <p>If during a club ride you (or you observe someone) become significantly fatigued or unwell, inform the Ride Leader immediately.</p>	M	N		

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Ride	Collision/ Accident: Each other	Rider	M	<p>Ensure cycle is properly maintained.</p> <p>All riders to be encouraged to be conversant with the group ride calls, hand signals and warnings and ensure that these calls are passed along the line.</p> <p>Ride smoothly and consistently, be aware of those around you and do not brake without warning.</p> <p>Concentrate at all times and anticipate changing road conditions (speed changes and tarmac etc).</p> <p>When negotiating unforeseen hazards, riders should be aware that their actions impact on others. Ride with sufficient safe gap with the rider in front of you, particularly on technical sections.</p> <p>Riders must not let their front wheel overlap that of the rear wheel of the bike in front.</p>	L	Y	<p>Pre ride briefing to be undertaken</p> <p>New /inexperienced riders to be identified.</p>	Ride leader rider acting on behalf of the committee.

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Ride	Collision Accident	Riders and Public	H	<p>Riders will conform to the Road Traffic Act and follow the Highway Code at ALL times where applicable.</p> <p>Riders will obey all traffic signals and signs. At times of poor visibility, wear bright clothing and if necessary use cycle lights.</p> <p>All riders to continually assess traffic conditions 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.</p> <p>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 other highway users.</p> <p>Consider using person(s) at Strategic points to warn oncoming roads users of any obstruction. Riders to warn of approaching vehicles/pedestrians/riders using known calls.</p>	M	Y	<p>Consideration be given to nominating an experienced rider during any ride to assist with control of the group</p> <p>All accidents to be reported as per the Road Traffic Act and to the Committee. An accident report submitted detailing the circumstances.</p>	Ride leader acting on behalf of the committee

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Ride	Accident: Falling off	Rider	M	<p>Pay close attention to the road surface at all times and dynamically risk-assess any changes identified e.g. consider dismounting to cross a hazard.</p> <p>Be aware of the calls / warnings in relation to changes in surface and use / pay attention to these warnings.</p> <p>Only ride at a speed at which you are competent/confident, particularly on descents and technical sections of road.</p> <p>Ice on the ground should be brought to the attention of the Committee member/rider acting on behalf of the committee/the whole group immediately.</p>	L	Y	<p>Consideration is given to cancelling club ride if the weather conditions are hazardous and publicised via social media.</p> <p>Should a club ride set off and there be a risk of dangerous conditions then there should be a continual dynamic risk assessment of the conditions (consideration should be given to:</p> <p>Call ride off/ change the route)</p> <p>Stick to main routes if they are clear of ice.</p>	Ride leader
Ride	3rd Party Claim Arising From Accident /Mishap	Rider	L	Hedge End Triathlon recommends that all of its members are covered for 3rd party claims via an appropriate insurance policy e.g. British Cycling or British Triathlon.	L	N		Rider

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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	Rider and Public	M	Always choose a safe place to stop as a group, and in particular avoid junctions, bends and other hazards. Warn riders before stopping and keep the road clear when required. In the event of punctures, breakdowns etc. clear the road if possible, 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 necessary, wait for slower riders beyond the junction.	L	N		Rider
Ride	Hours of darkness/ reduced visibility	Rider and Public	L	All riders to use road legal lighting during lighting up hours and wear bright clothing. Rear lights should be set on a non-flashing mode and low intensity to prevent distraction and 'blinding' of riders behind	H	N		Rider

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Ride	Passing horses	Rider/ Horse rider	M	On approach to a ridden horse, the riders should warn the horse and horse rider by verbal communication that a rider(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		Ride Leader and Rider
Ride	Cycle trails/bridleways	Rider and Public	M	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. Riders should be vigilant.	L	Y		Rider
Post-ride	Event of Accident	Rider And Ride leader		Riders are encouraged to raise any issues or concerns. It is just as important, to talk about things that have gone wrong as well. In addition any accidents, near misses and anything else of note must be brought to the attention of the Committee. If any rider is not comfortable doing this in front of others then they should approach the Club privately or via written correspondence.	L		Report to the Committee any matters arising from the ride	Rider