



Histon & Impington Bicycle Club

Club Rides Risk Assessment

This risk assessment is for HIBC club rides. It was last edited and published on 16-07-20.

Activity	Identified Hazard	Who is at Risk	Consequence/s	Potential Impact			Control Measures	Further Measures / Action
				L	M	H		
1. Pre-ride	Lack of Equipment	Rider	Unable to continue / breakdown				Each rider to carry a minimum tool kit comprising; <ul style="list-style-type: none"> - Pump and / or CO2 canister and dispenser - At least one spare inner tube or tubeless repair kit - Multitool with chain splitter - Mobile phone - Cash or debit/credit card or Apple Pay 	
2. Pre-ride	Condition of bike	Riders and 3 rd parties	Accident causing injury to the rider and / or fellow riders and 3 rd parties				Bikes to be roadworthy and road legal : <ul style="list-style-type: none"> - Brakes properly adjusted which can bring the bike to a halt quickly if necessary - Bikes are serviced regularly - Tyres are checked for pressure and pumped up appropriately - Tyres are checked for flints or other sharp objects, and removed and sealed as necessary - The bike is checked over and serviced after any accident - Working rear and front lights with charged batteries are fitted for dusk and night-time rides; rear light with charged battery if the light is low or is likely to be low, or there is a risk of mist or fog Tri-bars are not permitted on club rides	



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3. Pre-ride	Appropriate equipment	Rider, group	Loss of visibility due to spray from the road; rider brought down due to dislodged mudguard. Riders getting cold from repairing punctures; riders brought down from puncture in rare circumstances			<p>Mudguards - if the roads are wet or there is a chance of rain, full mudguards to be fitted, with the rear guard or flap reaching a point at least lower than the height of the hub and preferably within 15cm of the ground. Full permanently fitted mudguards are recommended, such as SKS Chromoplastics or Bluemels, but where clip-on mudguards are used, riders should pay particular attention to the fitting of them. This type of mudguard is often a cause of mechanical problems on rides and if they become loose they have the potential to be dangerous to the rider and others in the group.</p> <p>Tyres - riders should choose tyres suitable for the conditions. Race and summer tyres should not be used on rides when the road is wet or rain is forecast. Tyres suitable for wet and cold weather, with suitable puncture protection, should be ridden in winter. Summer / race tyres are not appropriate on winter rides and are frequently the cause of needless punctures.</p>	In wet conditions, no mudguards, no ride.
4. Pre-ride	Shoe cleats	Rider	Falls			<p>Riders to practice and familiarise themselves with new cleats before riding with a group. Check pedal tension is set correctly – i.e. to allow easy removal of the foot from the pedal, but not so loose that the foot unclips when riding out of the saddle. Anticipate stops and unclip in advance when necessary.</p>	
5. Pre-ride	Inappropriate clothing	Rider and 3 rd parties	Not seen by other road users; getting cold on cold days or during / following rain leading to cold hands			<p>Riders to assess weather and the forecast and dress appropriately:</p> <ul style="list-style-type: none"> - Wearing of an approved safety helmet that has not been involved in a crash is strongly advised 	



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			and slower responses; overheating in summer.			<ul style="list-style-type: none"> - Wear high visibility clothing - Wear cycling glasses. If sunglasses are used ensure the tinting does not obscure vision when in shaded areas or if riding at dusk is a possibility - Carry a showerproof racing cape on all but the warmest days 	
6. Pre-ride	Lack of communication	Rider	Abandonment / lost / unable to phone for a lift home			Riders to carry mobile phones in a waterproof pouch.	Bring enough money for café stop, food, drinks and a taxi home.
7. Pre-ride	Lack of drinks and food	Rider	Dehydration / lack of energy			Riders to be made aware of speed and duration of ride before starting out and ensure themselves that they have sufficient drinks and food . Riders to drink regularly and eat often during the ride and rehydrate afterwards.	Bring money to buy emergency drinks and food.
8. Pre-ride	Health/medical conditions	Rider	Medical emergency			Riders to ensure that: <ul style="list-style-type: none"> - They are aware of the distance and pace of the ride and are sufficiently fit to be able to complete it. - They do not start a ride if they feel unwell. - Ensure any medication is taken as necessary. - If they feel unwell during the ride, they should inform the ride coordinator immediately. 	
9. Pre-ride	Large group size	Riders and 3 rd parties	Accident causing injury to the rider, fellow riders or 3 rd party			Maximum of 12 riders per group in normal circumstances; an absolute maximum of 14 at the ride coordinator's discretion if all riders of the group are similarly fit and competent at group riding.	Groups of 14 or more typically to be split into 2 groups and to ride at least 500m apart.



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							Riders should ride directly behind the wheel in front, with up to a metre between their front wheel and the wheel in front. Riders should not let gaps open up between them because the group becomes long on the road, making it difficult for motorists to pass.	
10. Pre-ride	New or guest riders – lack of knowledge of HIBC ride etiquette	Riders and 3 rd parties	Risk of accident				All new riders to introduce themselves to the ride coordinator. New riders should be spoken with to assess their riding standard. In most circumstances new riders should not be allowed to join mid-week training rides without first completing a Sunday club ride.	All new riders are to acknowledge this risk assessment and also the rules and ride etiquette of HIBC before becoming a club member.
11. Pre-ride	Lack of preparation by Ride Coordinator	Riders	Lost and increased risk of hazards				<p>Ride Coordinator to have carefully planned a route which makes use of quiet roads wherever possible and avoids A-roads, dual carriageways and other busy roads, or to have chosen a route from the club website. The coordinator to know the route well or have the route installed on a fully charged GPS cycling computer, and the route to have been shared the night before the ride on the club's Facebook page. The ride coordinator to know:</p> <ul style="list-style-type: none"> • Distance and approximate timings • Any destinations including café opening hours for planned stops • Known hazards (steep hills, sharp bends, roads known to flood etc.) 	



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12. Pre-ride	Weather	Riders	Accidents and falls			<p>IF THERE IS A RISK OF ICE ON THE ROAD, DON'T RIDE. IF THE WIND IS FORECAST TO BE 40 MPH OR GREATER, DON'T RIDE.</p> <p>If adverse weather conditions are forecast, then two of the club's committee members will decide on Saturday afternoon whether to cancel all Sunday rides and the membership will be notified via the club's Facebook group.</p> <p>Even if rides are not cancelled on the Saturday evening, Ride Coordinators will decide on the day if in their opinion it is unsafe to ride, and members must respect the decision made by the coordinator.</p>	
13. Ride	Lack of road discipline and failure to comply with accepted standards	Riders and 3 rd parties	Risk of accident or strike by a passing car.			<p>Riders to follow the rules of the Road Traffic Act and the Highway Code at all times. Riders to obey all traffic signals and signs.</p> <p>If road conditions permit groups will normally ride two abreast which is often safer than a long line of riders. Groups should present a compact tidy profile on the road to other road users.</p> <p>Groups should not ride more than two abreast unless overtaking riders from other groups, in which case the group should single out before overtaking.</p> <p>Groups should keep to the left of the road wherever possible.</p>	Riders to be advised in pre-ride chat to keep left and to be prepared to single out as necessary.



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						Groups should single out as advised in rule 66 of the Highway code: on narrow or busy roads and when riding around sharp bends with limited visibility of oncoming traffic.	
14. Ride	Lack of knowledge of HIBC group riding etiquette	Riders and 3 rd parties	Accident causing injury to the rider, fellow members or 3 rd parties.			<p>Riders should read the club's Riding Tips available here: http://www.histonimpingtonbicycleclub.org.uk/riding-advice/</p> <p>Riders should be aware of other riders around them at all times and remember that their movements will affect everyone in the group. Riding consistently and smoothly is essential.</p> <p>Riders should pedal continuously at an even pace and cadence that allows them to maintain their position in the group. This also applies when negotiating holes in the road. Riders should ride smoothly and not brake or stand up out of the saddle without a spoken warning that can be heard by riders behind.</p> <p>When 'on the front' riders should concentrate on the road ahead and lead the group smoothly around obstacles such as potholes, avoiding sudden swerves. Try to maintain the same pace.</p> <p>Riders at the front of the group should ride side-by-side so that they are level with each other. Doing so enforces the same two-by-two discipline among the group.</p>	New riders to acknowledge they have read the club's Riding Tips when signing up for membership.



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							<p>Riders behind those on the front should ride directly behind the wheel in front so that the group is comprised of two straight lines of riders.</p> <p>Riders should point out or call out any road hazards in plenty of time so that signals can be passed down the line. Riders should call out any intention to stop or slow down, or if there is a puncture or mechanical problem. These calls to be passed down the group.</p>	
15. Ride	Weather conditions (icy) / surface conditions (wet, road markings, gravel, diesel spillage etc.	Riders and 3 rd parties	Accident causing injury to the rider, fellow member				<p>Exercise due care and attention to road surface conditions throughout the ride. As conditions can vary during a ride, the ride coordinator will continuously carry out Dynamic Risk Assessment and make adjustments as deemed necessary to maintain the safety of the group. Ride Coordinator may temporarily halt the ride to await a change in conditions, or shorten the ride and head for home.</p>	
	Cold weather	Rider	Hypothermia / cold hands				<p>Wear layered and appropriate clothing as the weather dictates. Always carry a lightweight showerproof jacket except for the warmest days.</p>	
	Hot weather	Rider	Dehydration / sunstroke / sunburn				<p>Carry sufficient water to prevent dehydration. Wear sun block or cover exposed skin as appropriate.</p>	
16. Ride	Road, intersections, roundabouts and other junctions	Riders and 3 rd parties	Accident causing injury to the rider, fellow member or 3 rd party				<p>On observing a road junction warning sign, assess the type of junction, visibility into the junction and amount of traffic and ease the speed of the group as appropriate. On approach, try to establish eye contact with driver/s waiting at or approaching the junction</p>	<p>Ride defensively, assuming that the driver may not give way to you and the group and leave</p>



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						from a minor road on your left, to encourage them to give way.	sufficient stopping distance.
17. Ride	Choice of stopping places	Riders and 3 rd parties	Stopping point locations dangerous			<p>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 choose a position that, where possible, keeps the carriageway clear.</p> <p>In the event of punctures and or breakdowns move off the carriageway if possible and decide whether to instruct the group to continue to a safer waiting place. Assess the problem and decide whether to hold up the ride or leave the rider with helpers and details of the route to the next stop. If unsure of the route, stop well before the junction to consult map. Check for the presence of back marker or ride numbers at junctions. If necessary wait for slower riders beyond the junction.</p>	
18. Ride	Horses and other animals on the road or in the vicinity	Riders and 3 rd parties	Accident causing injury to the rider, fellow member or third party.			<p>In the case of approaching a ridden horse, the lead rider should warn the horse and rider by verbal communication that cyclists are present behind shouting "cyclists" from a distance and ensure that the horse rider has heard by their giving an acknowledgement. It may be necessary to shout again you draw closer. Thereafter proceed and pass by slowly advising the horse rider roughly how many cyclists are following. Heed any advice given by the horse rider. Horses can be spooked by bikes (especially ones that arrive silently from behind) so it is essential that the horse hears the human voice before it sees the bike.</p>	



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						<p>In the case of loose animals on the carriageway or in the general vicinity, front riders should shout warning and reduce speed and point in the direction of the animal/s. The warning should be passed back by the following riders.</p>	
19. Ride	Lack of ride information or over-estimation of fitness resulting in unnecessary stops	Riders and 3 rd parties	Stopping point locations dangerous Fatigue, inability to complete the ride			<p>The distance, expected average speed and any stops should be outlined to the group members by the ride coordinator before setting off. All riders should arrive before the advertised start time for a proper briefing by the ride coordinator. Be aware of the ride coordinator and any nominated back marker. Know how many riders are in your group. Riders with any medical condition that may affect their ability or performance should make this known to the ride coordinator.</p>	<p>All participants on a club ride should be familiar with the ride parameters (available on the club website) and should select the ride appropriate to their abilities. This includes being able to do some turns on the front of the chosen ride.</p>
20. Ride	Management of the group / riding outside the parameters of the designated club ride	Riders	Demotivated or lost riders			<p>The ride coordinator should lead the ride in line with the published guidelines for ride speed and distances. All riders in the group should respect the ride coordinator and stay with the group. On hill climbs the group will naturally stretch out but should re-group at a safe place after the climb. Any riders who ride off the front of the group will no longer be on the club ride.</p> <p>When riding as part of a group always consider riders following behind. Groups should allow appropriate gaps in traffic and slow to allow enough time for the entire</p>	



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						group to negotiate obstacles and junctions. Riders at the back of a large group will be affected by the "concertina effect" which means they will have to work harder to stay with the group as it accelerates out of corners or junctions. If the group becomes split the riders at the front should slow or stop at the next appropriate place to allow the group to reform. On no-drop rides, which includes Sunday club rides, the group has an obligation to always stop and assist any of its riders suffering from mechanical or physical problems. The group should always wait for the last rider unless the rider asks to be left, or an agreement has been made (with the consent of all the riders in the group).	
21. Ride	Cycle trails	Riders	Accidents involving rider/s in the group			Speed should be reduced on trails to match the surface conditions. Be aware of debris and loose surfaces. Hikers should be notified of your approach through verbal communication in advance. Dog walkers may need extra time to control or distract their pets so give extra time for warning.	
22. Ride	Dealing with emergencies and reporting procedures	Various	Various			<p>Take charge.</p> <p>Assess accident. Are people still in danger? Move group and injured to a safer place if safe to do so. Send out warning parties up and down the road to warn vehicles of the danger ahead and to slow down / stop.</p> <p>Assess injured party, do not move unless in danger and do not offer any drinks or medication. If first aider</p>	Common sense judgement should be used if the injured rider declares themselves fit to ride. Monitor.



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						<p>present let that person take charge of the person injured.</p> <p>Keep talking and re-assuring the injured person. Keep them conscious.</p> <p>If required send a free cyclist / member of the public to locate the road name.</p> <p>If necessary call 999 (emergency services can locate your position of your mobile if you are unclear of your location).</p> <p>Describe the nature of the injury and seek advice. Check for bike damage (injured person should not be relied on to check their own equipment) and if in doubt call for someone to retrieve rider and bike i.e. do not allow rider to ride a bike that may be dangerous.</p> <p>If the injured cyclist is unable to continue, one of the group must stay with that person until assistance arrives.</p> <p>All accidents to be reported as per the Road Traffic Act. The committee must be informed as soon as possible after the event.</p>	
23. Other	Accident reporting	n/a	n/a			<p>Riders to report to the club secretary any hazards / alerts that might affect other HIBC riders, so that members, other clubs, the police and the local authority can be emailed and made aware of the issue.</p>	<p>Ride coordinators – take notes when you can after an accident and pass on any lessons that can be</p>



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								learned to the club secretary.
24. Other	Young people under the age of 18	n/a	n/a				Children under the age of 16 should be accompanied by a parent or responsible adult and those under 18 must have a signed parental consent form/letter.	
25. Other	Insurance	Rider	Financial risk				It is recommended that all club members obtain insurance for third party claims.	
26. Other	Theft	Rider	Financial risk / inability to get home				Always try to ensure that your bike is within your sight during stops and locked if possible during protracted stops.	

Attribution: This document is closely based on Horsham Cycling's risk assessment.