

# Activity Checklist: Easy Cycling

Garforth, Kippax & District u3a	
Location: Any outdoor location within local area	Date:
Nature of Activity: Group rides	

## Possible Hazards:

Accidents / incidents to all who may be attending, during the cycle ride, such as falls, collapse or bike failure; or through risk of spreading infectious disease. These risks may also apply to vehicles and passing members of the public.

## Minimising the Hazards:

<b>Part 1: Personal Checklist for ALL Members</b>
Before commencing any U3A activity, make sure you have not had recent contact with persons who may be infectious, ie: chicken pox/shingles; respiratory disease such as Flu or Covid; other communicative diseases. For clarity, please refer to <a href="https://www.nhs.uk/conditions/">https://www.nhs.uk/conditions/</a>
Make an informed decision whether you can take part without adverse risk to yourself or to others. Please notify your ride leader of any physical impairment you have that may need additional consideration.
To be self-reliant on the ride, take your own emergency food & drink, personal first aid kit, clothing, gloves etc.
Ensure your cycle is well-maintained and in good repair before embarking on the ride. Please carry your own tools and spares to enable you to carry out minor repairs.
Check you have provided the convenor an emergency contact name and number (if you have one) and ensure that you bring any medical aids/personal medication that may be needed for emergency use.
Inform your convenor if you develop any symptoms of infectious disease within the week(s) following the activity, in case the convenor needs to inform other participants.

## Part 2: Route Selection

Take care when planning a route, taking account of surface conditions, traffic volumes and 'pinch points' where grouping might become more difficult.
Recce the route to ensure that it is suitable and to identify any specific hazards that need to be drawn to the group's attention.
Where possible, choose quieter roads and tracks and avoid busy routes
Plan as few gates, other barriers and obstacles to negotiate as possible.
Plan suitable refreshment and toilet stops where groups can be accommodated
Have an alternative plan for poor weather and be prepared to cancel or curtail the ride.
Keep the route within cyclists' capabilities, with special attention for members with mobility or sensory impairment.

Route starts should preferably be in designated large car parks, so all cars can park safely, and people gear up appropriately. Consideration must be given to local residents by avoiding parking in busy locations.
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### **Part 3: First Aid**

Leaders will carry a Group First Aid Kit, but individuals should also take their own personal First Aid Kit to be self-sufficient in case of minor injury.
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First Aid may be given in order to protect life, with appropriate hygiene measures taken.
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### **Part 4: Leader's responsibilities**

Plan the ride with all of the above in mind and provide details to the Convenor who will email to group members, together with this activity checklist, and asking them if they wish to participate.
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Only GK&D U3A (& associate or CGYNET) members and prospective members may participate.
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Consider the need to restrict numbers, dependant on the complexity of the route and number of participants that can safely be accommodated; controlled, if necessary, by requiring members to sign up in advance as above. Ensure you take into consideration any member with mobility or sensory requirements.
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Brief all participants at the start of the ride. Carry a copy of this activity checklist, ensure all participants have received a copy prior to the ride and ensure everyone has read and understood it.
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Ensure that a rider at the front of the group opens and back marker closes gates encountered on the ride.
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Make use of the 'second person waits at junctions' protocol and the backmarker to assist.
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Check attendees against your register, adding names and emergency contact details for new or prospective members, for Health & Safety purposes.
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Pass names & tel number of new or prospective members to Group Co-ordinator please.
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### **Reference documents:**

GK&D U3A Equality, Diversity and Inclusion Policy

GK&D U3A Incident Form

GK&D U3A Guidelines for Members & Convenors re Data Protection Policy

### **Remarks:**

First Issued: 21/03/2022

Reviewed: 02/07/2023

Re-issued: 07/08/2023

Review date: July 2024