

# Generic Risk Assessment for U3A Social Cycling Road Rides 2022-23

## Risk Assessment Introduction

It goes without saying that looking out for one another is very important and lies central to the ethos of our Gloucester U3A Social Cycling. Some of the things contained in this document are things that we already do or what you would consider to be common sense. There will be things as well that you may never have considered.

A Risk Assessment is an important step in **protecting our members**. 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.

The U3A 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 activity, 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

**Ride Leader**, has the responsibility of leading others. There is a duty of care to ensure that all U3A members taking part are not exposed to a foreseeable risk of injury, as far as can be reasonably expected. The ride leader takes responsibility to fulfil those duties (listed below) to the best of their ability without negligence. That is, they must not create a foreseeable risk of injury and must take reasonable steps to deal with any foreseeable risk of injury, which exists or arises.

- It is also important to note that individual **Members of the group** 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.

## In summary

Reading this you may be thinking *'this is scary I am never going out on my bike again'*.

However, as stated earlier, most of this is common sense and is 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.

**Importantly, please respect the Ride Leader. Without them, group 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.

If you have any questions/comments/ideas do not hesitate to contact a member of the committee.

**All riders are reminded that they are responsible for their own safety, individuals take part in any group activities at their own risk.**

Risk Assessment: U3A Social Cycling Group Road Rides Location: Gloucester U3A Routes

Completed by: Simon Pollington

Date Completed: Nov 15th 2022.

Next Review Date: Nov 15th 2023

**Other relevant Risk Assessments:** Attached will be a document which are notes on issues that may affect your ride for the route followed. There is a document relating to Covid 19 regulations, which you MUST read.

Activity & Hazard	Who is at risk	Initial Risk (H/M/L)	Control Measures (Recommended)	Residual Risk	Further Action	If so, what, and by whom?	
1. PRERIDE Equipment: Breakdown, stranded	Rider	L	<ul style="list-style-type: none"> <li>It is suggested that each rider to carry minimum tool kit comprising: <ul style="list-style-type: none"> <li>Method of tyre inflation</li> <li>At least one spare inner tube (recommended two)</li> <li>Two/three tyre levers</li> <li>Multitool inc Allen keys</li> <li>Mobile phone fully charged</li> </ul> </li> </ul>	L	N	-	-
2. PRERIDE Equipment: Condition, accident	Rider and Public	M	<ul style="list-style-type: none"> <li>Cycles must be legal and roadworthy</li> <li>Riders to inspect their cycle prior to each ride paying particular attention to brakes, frame, steering, pedals / cleats, wheels and tyres.</li> <li>Riders to ensure your cycle is regularly serviced / maintained by a competent mechanic.</li> </ul>	L	N	-	-
3. PRERIDE Equipment: Clothing – visibility, comfort and safety	Rider	M	<ul style="list-style-type: none"> <li>Riders to assess weather conditions and dress / prepare appropriately</li> <li>Spare waterproof jacket / Gilet to be carried</li> <li>Recommend high visibility clothing / jackets</li> <li>Riders to wear approved safety helmets, these should not be worn following impact and in any case should be replaced at manufacturer's recommended intervals</li> <li>Recommend the wearing of suitable eye protection</li> <li>Mudguards are recommended</li> <li>In hot weather consider applying appropriate sunscreen</li> </ul>	L	Y	Local and Met Office weather forecast	-
4. PRERIDE Equipment: Communication, stranded	Rider	L	<ul style="list-style-type: none"> <li>Mobile phone and / or money for public telephone to be carried</li> <li>Riders to have ICE numbers either in telephone or about their person</li> <li>Riders to be familiar with route and be aware of where they are at all times</li> </ul>	N		Route published beforehand -newsletter, website.	-
5. PRERIDE Equipment: Food / Drink	Rider	L	<ul style="list-style-type: none"> <li>Familiarise yourself with distance of ride prior to attending meet point</li> <li>Riders have responsibility for ensuring that they carry sufficient food / drink / energy gels for duration of ride</li> <li>Carry money to purchase food / drink</li> </ul>	No risk	Y	Route to be available on website or newsletter  Briefing, giving length of ride and distance to any café stop (see point 9)	Ride Leader
6. PRERIDE Preparation: Health	Rider	M	<ul style="list-style-type: none"> <li>Riders to ensure they are aware of the distance / pace of the ride to be undertaken and are of a sufficient level of fitness to complete the ride</li> <li>Do not start any ride if you are feeling unwell or do not think you are able to complete it</li> <li>If during a ride you become unwell, inform the Ride Leader immediately.</li> <li>In hot weather riders should ensure they drink sufficient water to remain fully hydrated</li> </ul>	L	Y	See (4) & (5)  Ride Leader to assess situation if a rider becomes unwell. This may lead to basic first aid from suitably capable person, or informing emergency services (may have to identify location using "what3words" app). Whilst awaiting emergency responder the group is to make their own way along route, to agreed rendezvous point. In emergency situation, ride to be curtailed.	Ride Leader, or suitably nominated person.
7. PRERIDE Group Size / Rider Experience: accident, traffic problems	Rider and Public	L	<ul style="list-style-type: none"> <li>Group to be split at Ride Leaders discretion and according to availability of others</li> <li>Groups should be split into the smallest number of riders in each</li> <li>Any inexperienced riders new to a group ride should identify themselves to the ride leader and consideration should be given to allocating a chaperone / mentor</li> <li>Be familiar with the Highway Code (Rules 59 to 82) and in particular advice on where/when to ride two abreast or single file (Rule 66).</li> </ul> <p>Always follow any instruction given by the Ride Leader.</p>	L	Y	Experienced riders to act as section leaders	Ride Leader
9. PRERIDE Communication	Rider	M	<ul style="list-style-type: none"> <li>Ride Leader to undertake a pre ride briefing for all riders to cover: <ul style="list-style-type: none"> <li>An overview of the route, any café stops, likely duration and distance</li> <li>Any known route hazards, diversions or other considerations</li> <li>Any issue relevant to the weather (in particular wind, frost and ice).</li> <li>A reminder of the standard hand signals and calls used within the group</li> </ul> </li> </ul>	L	N	-	-
10. RIDE Collision / Accident: each other	Rider	M	<ul style="list-style-type: none"> <li>Ensure cycle is properly maintained (see also point 2)</li> <li>All riders to be conversant with group ride calls, hand signals and warnings and ensure that these calls are passed along the line</li> <li>Ride smoothly and consistently, be aware of those around you and do not brake without warning</li> <li>Concentrate at all times and anticipate changing road conditions</li> <li>When negotiating unforeseen road conditions (such as potholes) riders should be aware that their actions impact on others</li> <li>Ride slightly to one side of the wheel in front and with sufficient safe gap (at least one bike length).</li> </ul>	L	Y	Pre ride briefing to be undertaken (point 9 above).  New/ inexperienced riders to be identified and given ride buddy (experienced rider) where possible.  Ride Leader to assess situation. This may lead to basic first aid from suitably capable person, or informing emergency services (may have to identify location using "what3words" app). Whilst awaiting emergency responder the group is to make their own way along route, to agreed rendezvous point. In emergency situation, ride to be curtailed.	Ride Leader, or suitably nominated person.

Activity & Hazard	Who is at risk	Initial Risk (H/ M/L)	Control Measures (Recommended)	Residual Risk	Further Action	If so, what, and by whom?	
11. RIDE Collision / Accident: motor vehicle, other road users	Rider and Public	H	<ul style="list-style-type: none"><li>● Riders will conform to the Road Traffic Act and follow the advice of the Highway Code at ALL times.</li><li>● Riders will obey all traffic signals and signs.</li><li>● At times of poor visibility, wear bright clothing and if necessary use cycle lights.</li><li>● All riders to continually assess traffic conditions, driver attitudes and carry out dynamic risk assessments. e.g. get off and walk / use a pedestrian crossing if you have to cross a major road.</li><li>● 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.</li><li>● Consider using person(s) at strategic points to warn oncoming traffic of any obstruction.</li><li>● Riders to warn of approaching vehicles using known calls.</li></ul>	M	Y	<p>Consideration be given to nominating a Ride Leader assistant during any ride to assist with control issues required by the Ride Leader.</p> <p>All accidents to be reported as per the Road Traffic Act and to the Committee. An accident report submitted detailing the circumstances, location, witnesses etc. Ideally accompanied by photographic evidence. Report all near misses. Accident trend monitoring to be conducted.</p> <p>Ride Leader to assess situation. This may led to basic first aid from suitably capable person, or informing emergency services (may have to identify location using "what3words" app). Whilst awaiting emergency responder the group is to make their own way along route, to agreed rendezvous point. In emergency situation, ride to be curtailed.</p>	Ride Leader, or suitably nominated person.
12. RIDE Accident: falling off	Rider	M	<ul style="list-style-type: none"><li>● 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.</li><li>● Be aware of the calls / warnings in relation to changes in surface such as potholes and use / pay attention to these warnings.</li><li>● Only ride at a speed at which you are competent / confident particularly on descents.</li><li>● Slippery road conditions should be brought to the attention of the Ride Leader immediately</li></ul>	L	Y	<p>Continual dynamic risk assessment of the conditions should take place. Should circumstances dictate consideration should be given to;</p> <p>a) call ride off b) change the route c) stick to main roads if they are clear of slippery conditions.</p> <p>Ride Leader to assess situation. This may led to basic first aid from suitably capable person, or informing emergency services (may have to identify location using "what3words" app). Whilst awaiting emergency responder the group is to make their own way along route, to agreed rendezvous point. In emergency situation, ride to be curtailed.</p>	Ride Leader  Ride Leader, or suitably nominated person.
13. RIDE 3rd Party Claim Arising From Accident / Mishap – financial loss	Rider	L	All claims MUST be accompanied by a full accident report, together with photographic evidence. However it should be noted that the U3A insurance is NOT accident insurance and claims for personal injuries not resulting from the action of third parties are unlikely to be covered.	L	Y	Claim has to be submitted to Committee.	-
14. RIDE Theft of cycle	Rider	M	<ul style="list-style-type: none"><li>● Always try and ensure that your bike is within your sight during stops.</li><li>● At protracted stops e.g. cafe, ensure that your bike is locked to an immovable object / other bikes using a good quality / approved lock.</li><li>● Ensure that you have adequate insurance cover in place covering the loss of your bike</li></ul>	L	Y	If a theft does occur report to the police. Also report matter to the Committee so that the club have record of location and circumstances for future reference.	Rider Ride Leader
15. RIDE Stopping	Rider and Public	M	<ul style="list-style-type: none"><li>● Always choose a safe place to stop as a group, and in particular avoid road junctions, bends and other physical road hazards.</li><li>● Warn riders before stopping, and keep the carriageway clear.</li><li>● In the event of punctures, breakdowns etc clear the carriageway if possible, or ride leader to instruct the group to continue to a safe waiting place.</li><li>● 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).</li><li>● 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.</li></ul>	L	N	-	-
16 RIDE Passing horses	Rider and Public	M	<ul style="list-style-type: none"><li>● On approach to a ridden horse, the lead rider should warn the horse and horse rider by verbal communication that a human(s) are present and behind. Thereafter proceed and pass by slowly.</li><li>● 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.</li></ul>	L	N	-	-
17 RIDE Refreshment drink alcohol consumption	Rider and Public	M	<ul style="list-style-type: none"><li>● If the refreshments break is at a licensed premises, riders are reminded to limit their alcohol consumption to a level that doesn't impair their ability to ride safely.</li></ul>	L	N	-	-
18 POSTRIDE			<p>At the end of the ride the Ride Leader will conduct a ride debrief. Riders are encouraged to raise any issues or concerns and just as importantly to talk about things that have gone well. In addition any accidents, near misses and anything else of note must be brought to the attention of the Ride Leader if it hasn't already been done.</p> <p>If any rider is not comfortable doing this in front of others then please approach a committee member/ club official privately, via official email channels .</p>		Y	Report to the Committee any matters arising rom the ride	Ride Leader

**All riders are reminded that they are responsible for their own safety, individuals take part in any group activities at their own risk.**