

## Horsham Cycling

### Risk Analysis

Thank you for taking the time to read this document.

A Risk Assessment is an important step in **protecting both our members and our Club as a whole**. It goes without saying that looking out for one's self and others is very important and lies central to the ethos of Horsham Cycling. 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. 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.

**Please select a ride group within your capability and respect the Ride Leader. Without them, club rides would not be possible. Listen to the briefings, pay attention whilst on the road and feel free to provide feedback at the end of a club ride.**

**All riders are reminded that they are responsible for their own safety. Individuals take part in any group activity at their own risk. It is the responsibility of members to ride safely as individuals and as part of a group and to speak up during the ride, if witnessing unsafe behaviour within the group.**

**We strongly urge all riders to obtain appropriate 3rd party insurance as a minimum. It should be noted that no liability shall be attached to Horsham Cycling (including its officials and members) for any injury, loss or damage suffered.**

By riding with Horsham Cycling you accept that it is at your own risk. You recognise that cycling can be dangerous and that you have read and understood the Club Risk Assessment and the club Rules and Roles. You agree to abide by these while cycling with Horsham Cycling for your own safety and that of others. You accept that Horsham Cycling has taken reasonable and practical steps to make you aware of the risks and to mitigate them.

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

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				<ul style="list-style-type: none"> <li>- It is suggested that each rider carry a minimum tool kit comprising;</li> <li>- Method of inflating tyre/inner tube</li> <li>- At least one inner tube (2 recommended)</li> <li>-Two/Three tyre levers</li> <li>- Multi Tool with Chain splitter and Chain links.</li> <li>- Mobile phone and money/cash card</li> <li>- Contact Details of Ride Leader.</li> </ul>	
2 Pre ride	Condition of Bikes	Riders and 3 <sup>rd</sup> parties	Accident causing injury to the rider, fellow member or third party				<ul style="list-style-type: none"> <li>- Cycles must be road worthy and legal in all respects.</li> <li>- Tri-bars are not permitted on ANY club ride.</li> <li>- Working front and rear lights when conditions dictate.</li> <li>- Particular attention to condition of brakes.</li> <li>- Check bike over before you leave home and service regularly.</li> <li>- Check tyre pressures.</li> <li>- Service the bike after any accident.</li> </ul>	
3 Pre ride	Bike Shoe Cleats	Rider	Falls				<ul style="list-style-type: none"> <li>- Practice and familiarise yourself with new cleats before riding with a group.</li> <li>- Check tensioner adjuster if cleats are too tight.</li> <li>- Practise unclipping and stopping. Always unclip early when anticipating a stop.</li> </ul>	
4 Pre ride	Inappropriate Clothing	Rider and 3 <sup>rd</sup> parties	Not seen by other road users. May cause accidents, serious injury or death.				<ul style="list-style-type: none"> <li>- Riders to assess weather and dress appropriately;</li> <li>- Waterproof jacket/gilet to be carried when needed</li> <li>- Recommended high visibility clothing/jacket</li> <li>- Strongly recommended that riders wear approved safety helmets, these should not have been involved in a crash impact and to be changed at manufacturers recommended intervals</li> <li>- Recommend the wearing of eye protection</li> <li>- Ensure that if sunglasses are used that the grade of darkening does not obscure vision especially when under trees, in tunnels etc.</li> <li>- Mudguards are recommended during the winter months</li> <li>- If riding at night ensure both front and rear lights have sufficient battery life for the ride and conform to BS6102/3 or equivalent EC standard.</li> </ul>	Remember to check batteries before you leave home.
5 Pre ride	Lack of Communication	Rider	Abandonment / Lost / Unable to contact loved ones				<ul style="list-style-type: none"> <li>- Take your mobile phone or carry money for public phone.</li> <li>- Riders to have another group member and ICE numbers either on their phone or on their person.</li> </ul>	Bring enough money for tea stop, food, drinks and taxi home.
6 Pre ride	Lack of drinks and food	Rider	Dehydration / lack of energy. Accident				<ul style="list-style-type: none"> <li>- Riders are to ensure awareness of the ride parameters for their selected group before beginning the ride. Ensure you carry water / hydration drinks and food.</li> <li>- Drink regularly during the ride, especially if you start to feel thirsty. Plan and make food &amp; drink stops as required.</li> <li>- Rehydrate after the ride.</li> </ul>	Bring money to buy emergency drinks and food.

7 Pre ride	Health/Medical conditions	Rider	Medical emergency				Riders to ensure they are aware of the distance/pace of the ride and are of sufficient level of fitness to complete the ride. Do not start any ride if you are feeling unwell or you are not able to complete it. Ensure any specific medication is taken on rides or any other first aid deemed necessary. If during the ride you feel unwell, inform the ride leader immediately.	Duty of care on the individual.
8 Pre ride	Large Group Sizes	Riders and 3 <sup>rd</sup> parties	Accident causing injury to the rider, fellow member or third party				Number of riders per ride to be at the ride leaders' discretion. If ride leader deems it appropriate, the group should be split in 2 if possible. Back marker to be nominated when group is deemed to be large / varying levels within the group / new route etc. Be familiar with the Highway Code (Rules 59 to 82) and particular advice on where/when to ride two abreast or single file (rule 66). Always follow any instruction given by the ride leader.	If circumstances do not allow for splitting a large group use a familiar route known to most riders.
9 Pre ride	New / Guest riders - lack of knowledge of riding with Horsham Cycling	Riders and public	High risk of accident				All new riders to introduce themselves to the ride leader. New riders should be verbally assessed for ride standard by the ride leader and allocated to a group within their stated ability. Consider inviting a competent rider and club member to ride with guest.	All new riders are to acknowledge this risk assessment and also the Rules and Roles of Horsham Cycling located on the club web site before becoming a full club member.
10 Pre ride	Lack of preparation by Ride Leader	Riders	Lost and increased risk of hazards				Ride Leaders to be conversant with the ride details including:- Precise route Any destinations Distance and approximate timings Refreshment locations Known hazards (steep hills, sharp bends, roads known to flood etc)	Ride leaders to outline the ride parameters to the group before setting off.
11 Pre ride	Weather Forecast	Riders	Accidents and Falls				IF THERE IS A RISK OF ICE, DON'T RIDE.  If adverse weather conditions are forecast then two out of the group of the Club's Officials and Club Rides Secretary will decide on Saturday evening whether or not to cancel all rides, and the membership will be notified.  Even if a general cancellation does not occur, ride leaders will decide on the day if, in their opinion, it is unsafe to ride, and members must respect the decision made by the leader.	
12 Ride	Lack of ride discipline or failure to comply with accepted standards	Riders and 3 <sup>rd</sup> parties	Risk of Accident				Understand and be familiar with the Highway Code. Conform to the Road Traffic Act and follow the Highway Code at all times. Obey all traffic signals and signs. Ride no more than two abreast unless overtaking. Endeavour to ride smoothly and not to brake without warning unless necessary - one rider's actions impact those behind. Ride in single file on busy roads and where it would otherwise be dangerous or difficult for drivers to pass. Remember that the club promotes safe cycling.	

13 Ride	Lack of knowledge of Horsham Cycling protocol on riding calls covering directions and hazards	Riders and 3 <sup>rd</sup> parties	Accident causing injury to the rider, fellow member or third party			<p>When safe, the front rider is to shout / signal as appropriate. Warning to be repeated (if safe) by those following.</p> <p>The Horsham Cycling recognized warnings are illustrated on the Clubs web site under Rules and Roles – Group Riding.</p> <p>In addition, loud verbal warnings should be used in situations where high risk is encountered such as "ICE" - ice, "EASY / SLOW" down steep hills or gradients, "GRIT" excessive grit on the road.</p>	In the case of fords and/or large puddles, it should be noted that beneath the water's surface the road surface may not be suitable for cycling, or very slippery. Proceed with extreme caution.
14 Ride	Group Riding - Consistency	Riders and 3 <sup>rd</sup> parties	Accident causing injury to the rider, fellow member or 3 <sup>rd</sup> party			<p>Ride consistently - be aware of those around you and remember your movements will affect everyone in the group. Ie when in the lead position concentrate on the road ahead and lead the group smoothly around obstacles, avoiding sudden unexpected swerves. Pedal continuously at a pace and cadence consistent with those ahead and when you lead try to maintain the same pace.</p> <p>Do not let your front wheel overlap the rear wheel of the rider in front. Learn to stay at a comfortable but safe distance away from the rear wheel. Learn to look up and relax. If you are nervous then ride to one side of the person in front. Change of speed should be gradual where possible. Do not finger your brakes.</p> <p>Maintain an even pace when riding two abreast and stay level with the person next to you and do not increase the pace when a rider draws level with you ("half wheeling").</p>	Adjusting ride intensity to suit ability of riders present. Leave enough space to create your comfort zone, between yourself and surrounding riders.
15 Ride	Weather Conditions (icy) / Environment (wet) / Surface conditions (road markings, gravel, diesel spillage etc)	Riders and 3 <sup>rd</sup> parties	Accident causing injury to the rider, fellow member or third party			<p>Exercise due care and attention to road surface conditions throughout the ride. As conditions can vary during a ride, the ride leader will continuously carry out Dynamic Risk Assessment and make adjustments as deemed necessary to maintain the safety of the group. Ride Leader may temporarily halt the ride to await a change in conditions, or abandon the ride.</p>	
	Cold Weather	Rider	Hypothermia & Frost nip / bite			<p>Wear layered and appropriate clothing as prevailing conditions dictate.</p>	
	Hot Weather	Rider	Dehydration & Sun stroke			<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 <sup>rd</sup> parties	Accident causing injury to the rider, fellow member or third 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 from a minor road on your left, to encourage them to give way.</p>	Ride defensively, assuming that the driver may not give way to you and the group and leave sufficient stopping distance.

17 Ride	Choice of stopping places	Riders and 3 <sup>rd</sup> parties	Stopping point locations dangerous		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. 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.	
18 Ride	Horses and other animals on the carriageway or in the vicinity.	Riders and 3 <sup>rd</sup> parties	Accident causing injury to the rider, fellow member or third party		It is common to encounter horses on the road. It is also common to encounter wild and farm animals on the road in the countryside.  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.  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 shout "cyclists" from a distance and then repeat as 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.	
19 Ride	Lack of general information resulting in unnecessary stops	Riders and 3 <sup>rd</sup> parties	Stopping point locations dangerous		The distance, expected average speed and any stops should be outlined to the group members by the ride leader before setting off. All riders should arrive before the advertised start time for a proper briefing by the ride leader. Be aware of the ride leader 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 leader.	<b>Do not use mobile phones while moving.</b>  All participants on a Club Ride should be familiar with the Horsham Cycling group parameters available on the Club web site and should select the appropriate group to suit their abilities.
20 Ride	Management of the group	Riders	Demotivated riders		When riding as a part of a group always allow for riders following behind. Groups should allow appropriate gaps in traffic and slow to allow enough time for the entire group to negotiate obstacles and intersections. Riders at the back of a large group will be affected by the "concertina effect" which means they will have to slow a lot more than those in front of them. The rider at the front should slow or stop at the next appropriate place to allow the group to reform. Should the group split due to circumstances, riders should slow down or find a safe place to stop and reform before proceeding. 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 requested to be left, or an agreement has been made (with the consent of all the riders in the group).	

21 Ride	Riding outside the parameters of the designated club ride	Riders	Lost and or Demotivated riders				The ride leader should lead the ride in line with the published guidelines for ride speed and distances. All riders in the group should respect the ride leader 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.	
22 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.	
23 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. 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 present let that person take charge of the injured party. 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.</p> <p>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 ie do not allow rider to ride a bike that may be dangerous.</p> <p>If 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.</p> <p>The committee must be informed as soon as possible after the event.</p>	Common sense judgement should be used if the injured rider declares himself fit to ride. Monitor.
24 Other	Accident reporting	n/a	n/a				Riders to report to the club ride secretary any hazards / alerts that might affect other Horsham Cycling riders, so that members, other clubs, the police and the local authority can be emailed and made aware of the issue.	Ride Leaders - Take notes when you can after an accident and pass on any lessons that can be learned to the club for general circulation to the membership and put onto the Risk Assessment.
25 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.	
26 Other	Rides outside the UK	n/a	n/a				Riders to make themselves aware of local Road Regulations. Hired bikes to be checked and familiarization to take place before any ride commences. Foreign Office Health advice to be followed.	
27 Other	Insurance	Rider	Financial risk				It is recommended that all club members obtain insurance for 3 <sup>rd</sup> party claims.	
28 Other	Theft	Rider	Financial risk				Always try to ensure that your bike is within your sight during stops and locked if possible during protracted stops.	