

Sheffield and District CTC Generic Risk Assessment form

Date: 17/3/16

Reviewed: 9/5/16, 14/6/16, 1/7/17

RL = ride leader

Hazard	Control measures
Difficult road sections resulting in crash e.g. potholes; steep, windy descents;	RLs encouraged to pre-ride or be familiar with routes. RLs to warn riders in advance of any difficult sections.
Unroadworthy bike leading to crash or other problems	RLs to enquire of new riders if any assistance needed with bike and if necessary carry out M checks. RL to carry basic tools.
Open access policy means new riders present unquantifiable risks to existing riders	RLs to talk to new riders before departure to check that they have appropriate skills to cope with their chosen first rides
Riders' lack of fitness – various problems Lack of preparation by participants	Rides to be graded to allow participants to choose appropriate ride. RLs phone number given to enable participants to contact RL in advance if doubts. FAQs on website.
Poor management of ride by RL– various problems	Guidelines produced on who can be a RL. Written guidelines for RLs to follow. Approval by committee of new RLs.
Poor off road sections – crash / mechanical problem	Off road sections of ride should be advertised in advance by RL and ideally RL should have ridden them.
Poor cycling ability of RLs or participants – various.	All club members encouraged to do cycle training. RL training to include some work on road positioning.
Recurrent problems	Incident report forms to be completed by RLs, reviewed at the time by committee to consider any improvements to operating procedures

Updated 14/6/16, 1/7/17

Adverse weather hot/cold/ice	RL to consider forecast in advance. If ride goes ahead, RL to consider whether inexperienced riders should be advised not to take part. RL to consider making announcement at start of ride regarding how to cope with adverse conditions. RL to consider if cancellation/curtailment of ride necessary. FAQ on website to cover advice on riding in different weather conditions.
Bike theft	Riders encouraged to lock bikes at café stops
Other road users reacting poorly to groups of cyclists.	RLs training to include discussion on how to manage groups e.g. splitting into smaller groups.
Injured participant getting cold	RL to carry emergency blanket
Minor injuries	RL to carry basic first aid
Inability to communicate with emergency services	RL to carry mobile phone
Participant gets lost	RL to carry phone numbers of participants
RL gets lost	RL to carry back up (e.g. a map) to any navigational tool.
Tram tracks – rider falls on tram tracks. Often this is due to pressure from other traffic and riders feeling under pressure to carry out a manoeuvre with insufficient care or to riders not knowing how to deal with tram tracks.	<p>When planning a route RL should try and avoid tram tracks (on the route or to access the start/finish of a route) but if this is not possible should take one or more of the control measures listed below.</p> <p>a) Consider if any side roads may be suitable alternatives to avoid tracks</p> <p>b) If crossing tracks, try to find a 45+ degree crossing point</p> <p>c) Warn riders about tracks in publicity and/or at start of ride</p> <p>d) Particularly when riding in a group, tell riders how to deal with tram tracks if a difficult section is unavoidable e.g. Holme Lane. This may involve getting off and walking.</p>
Tunnels – poor visibility possibly leading to crashing due to poor surface, crash into another rider.	<p>Ride leaders to</p> <p>a) Mention in route description if tunnels form part of route so riders can bring lights</p> <p>b) Prior to entering tunnels to warn riders to be aware of possible poor surface and crashing into other riders.</p>