

South Manchester Cyclists Touring Club: Risk Assessment for Club Rides

This risk assessment applies to all club rides organised by the South Manchester CTC member group. It helps protect members on the road by identifying risks and considering reasonable steps to reduce them.

The purpose of a risk assessment is to identify possible **hazards**—anything with the potential to cause harm—and assess the **risk**, or likelihood, of someone coming into contact with them. In the table below, risk is rated as High, Medium or Low. We also consider **our duty of care**. Ride Leaders agree to lead rides and must take reasonable steps to make them as safe as possible.

Individual Club members also have a duty of care to themselves, members of the public and, in particular, other riders in the group.

In summary, most of this is common sense. The key word is *reasonable*: no one is expected to guarantee another person's safety, only to act reasonably.

Activity	Hazard	Who Is At Risk?	Level (H/M/L)	Control Measures Recommended	Residual Risk (H/M/L)	Person responsible	
1	Pre-ride	Equipment: breakdown, stranded	Rider	L	Each rider should carry a tool kit comprising: • method of inflating tyre or tube • at least one inner tube • tyre levers • multi-tool • quick link • money / phone / cash card • Basic First Aid	L	Rider
2	Pre-ride	Equipment: conditions, accidents	Rider and public	M	• Cycles must be legal and roadworthy • Riders to carry out pre-ride checks (brakes, frame, steering, pedals, wheels, tyres)	L	Rider
3	Pre-ride	Equipment: clothing, visibility, comfort, safety	Rider	M	• Rider to assess weather and dress appropriately • Waterproof jacket to be carried when needed • Safety helmet although not compulsory is strongly recommended • Eye protection recommended • Fit full mudguards during winter months • Riders without mudguards should ride at rear of group	L	Rider
4	Pre-ride	Equipment: communication, stranded	Rider	M	• Mobile phone • Contact no. in case of emergencies • Relevant medical information / on phone or in wallet • Riders to be familiar with route and (optimally) aware of where they are at all times • Majority of routes are published on the Club Ride-with-GPS • Ordnance Survey map • Google Maps	L	Rider

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5	Pre-ride	Equipment: food, drink	Rider	M	• Familiarise yourself with distance of ride prior to attending ride • Carry enough food and drink for duration of ride • Carry cash or bank card to purchase food and drink	L	Ride Leader, Rider
6	Pre Ride	Pre ride Preparation	Leaders	M	• Each club ride should be published on the Rides List or WhatsApp. With details of distance, elevation, road or track conditions. Also details of café and lunch stops. and link to gpx route if possible • Each ride should have a Ride Leader responsible for the route and stops. and a Back Marker responsible for keeping everyone together and assisting with any mechanical breakdowns or accidents and informing the ride leader of any delay. or if assistance is required • Any specific risk on a ride should be identified by the Ride Leader at the start of the ride • Any rider deciding to leave the ride should inform the Ride leader or Back Marker	M	Ride Leader, Rider, Back Marker
7	Pre-ride	Preparation: health	Rider	M	• Riders to ensure they are aware of the distance, elevation and pace of the ride, and are of a sufficient level of fitness to complete the ride • Do not start the ride if you are feeling unwell or you think you may not be able to complete it • If during the ride you feel unwell, inform the Ride Leader or Back Marker.immediately.	L	Ride Leader, Rider
8	Pre-ride	Group size	Riders and public	M	• Group size to be split at Ride Leader's discretion	L	Ride Leader
9	Pre-ride	New / guest riders	Riders and public	M	• Any new or guest rider must introduce themselves to Ride Leader, and provide contact details for themselves, and who to contact in case of emergencies • Must be conversant with Risk Assessment document (this document)	M	Ride Leader, Rider
10	Pre-ride	Communication	Rider	M	Ride Leader to undertake pre-ride briefing: • overview of the route, any stops, likely duration and distance • any known route hazards or diversions • any weather issues (wind, ice, frost)	L	Ride Leader
	Ride	Collision / accident, each other	Rider	M	• Ensure cycle is properly maintained • All riders to be conversant with group ride verbal signals ('car up' – car coming up from behind; 'car down' – car coming towards us; 'single out' – adopt single file; below – pothole; braking; stopping etc), hand signals (for slowing, pointing out hazards on the road surface, indicating an obstruction on the left etc) and warnings, <u>and ensure these calls are passed along the line</u> • Ride smoothly and consistently, be aware of those around you, and do not brake excessively without warnings • Concentrate at all times and anticipate changing road conditions • When negotiating unforeseen road conditions (such as potholes) riders should be aware that their actions impact on others • Do not let your front wheel overlap the wheel in front (half-wheeling) • Ride with sufficient gap to the wheel in front of you if you are not confident of safely riding close behind • Do not undertake a rider on the left side, always overtake on the right-hand side	L	Ride Leader, Rider
12	Ride	Collision / accident, breakdown	Riders and public	H	• Riders to conform to the Road Traffic Act and follow the Highway Code at all times • Riders will obey all traffic signals and signs • Lights to used at times of poor visibility • When vehicles approach from front, consider using a warning ('car down', or 'car oncoming')	M	Ride Leader, Rider

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					- or 'car front' etc) • When vehicles approach from behind, consider using a warning ('car up', or 'car behind', or 'car back', or 'car coming through' etc) • Should a need to stop arise (puncture, breakdown etc) then a place must be found sufficiently off the road to allow safe passage of traffic		
13	Ride	Accident, falling off	Rider	M	• Pay close attention to the road surface at all times. Consider dismounting if poor or hazardous road surfaces are met • Only ride at a speed which you and confident and competent, particularly on descents	L	Ride Leader, Rider
14	Ride	Passing horses	Riders, horse rider	M	• On approach to a ridden horse the lead cyclist should warn the horse and rider, by calling out that a group of cyclists is present behind • Heed any advice given by the horse rider • Pass horse wide and slow	L	Ride Leader, Rider
15	Ride	Stopping	Riders and public	M	• Always choose a safe place to stop as a group. Avoid road junctions, bends and any other physical road hazards • Warn riders before stopping, and keep the carriageway clear • In the event of punctures, breakdowns etc, clear the carriageway if possible, or Ride Leader to instruct the group to move to a safe waiting place • Assess the problem and decide whether to hold up the ride or leave the affected rider with helpers	L	Ride Leader, Rider
16	Ride	Cycle trails	Riders and public	M	• Speed should be reduced on trails • Be aware of debris, litter, loose gravel etc • When approaching other trail users, reduce speed and give verbal warning, or ring bell • If you encounter dogs (off lead or on short or long leads), reduce speed <u>and be ready to stop</u> • If you encounter children (on bikes, scooters etc), slow down, give warning signal, <u>and be ready to stop</u>	L	Ride Leader, Rider
17	Ride	Single track roads	Riders and public	M	• When cycling on narrow (single track) roads, consider pulling into passing places to allow vehicles to pass • When motorists have been caught behind a group of riders for a while, and where safe to do so, riders should pull over to let them pass. We need to avoid frustrating the motorist, which could lead to unsafe, or even confrontational driving	M	Ride Leader, Rider
18	Ride	Single carriageway roads	Riders and public	M	• Riders should consider forming up into smaller groups (3 riders), then leaving a gap between the groups, (of 3 or 4 car lengths) to allow a space for an overtaking car to pull into, if a vehicle approaches the group from the front • Never signal a following car to pass except in exceptional circumstances and never when you cannot see the road ahead for a safe distance. (It is the responsibility of the car driver to see when the road is clear)	M	Ride Leader, Rider
19	Ride	Accident	Riders and public	H	• Riders should never ride with both hands off the handlebars for their own safety and for the safety of the group. Unless they're on a unicycle.	L	Rider