

**WCC Risk Assessment (to be read
in conjunction with Rules for Club Rides)**

Risk No.	Phase	Identified Hazard	Consequence/s	Possibility			Measures	Further Measures
				Low	Medium	High		
1	Pre-Ride	Lack of Equipment	Unable to continue / breakdown				Each rider should have adequate tools to fix common mechanical problems. You shouldn't rely on others to have tools. Toolkit to comprise the MINIMUM of:- Pump or means of inflating tyres. At least one inner tube. Minimum of two tyre levers (three is ideal in case of breakage) and removable chain link.	
2	Pre-Ride	Lack of Communication	Abandonment / Lost / unable to contact loved ones				Take your mobile phone. Add ICE number (In Case of Emergency) within the phone so others can access if necessary. Also ICE number held separately in saddle bag or on bike	Bring enough money and/or credit/debit card for tea stop, food, drinks and taxi home.
3	Pre-Ride	Bike Shoe Cleats	Falls				Practice and familiarise yourself with new cleats before riding with a group. Check tensioner adjuster if cleats are too tight. Practice unclipping and stopping. Always unclip early when anticipating a stop.	Not all riders use clip-in pedals. For toe clip pedals: please make sure you are comfortable and familiar with how to use these. Please also ensure straps are suitably adjusted to enable quick release when anticipating slowing down or stopping.
4	Pre-Ride	Condition of Bikes	Accident causing injury to the rider, fellow member or third party				Cycles must be road worthy and legal in all respects. Working front and rear lights when conditions dictate. Particular attention to condition of brakes. Check bike over before you leave home. Check tyre pressures the day before a ride.	Carry out regular servicing intervals. Service the bike after any accidents.
5	Pre-Ride	Inappropriate Clothing/poorly operating lights	Not seen by other road users. May cause accidents, serious injury or death				Riders should wear bright clothing appropriate for cycling and be prepared for changes in the weather and carry high visibility waterproofs, ideally with reflective strips. When cycling in poor visibility or at dusk riders should wear high visibility clothes, or reflective vests , belts etc. Front and rear flashing lights are recommended. Plan safe limits ahead of the ride.	During daylight and in good visibility Club kit should be worn on group rides. Remember to check batteries before you leave home.
6	Pre-Ride	Group Sizes	Accident causing injury to the rider, fellow member or third party				Number of riders per ride to be at the guide's discretion but is usually limited to 10 riders. Back marker may be nominated when group is deemed to be large/ varying levels within the group / new route etc.	

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7	Pre-Ride	Lack of drinks and food	Dehydration / lack energy. Accident				Ensure you carry water / hydration drinks and food. Drink regularly during the ride, especially if you start to feel thirsty. Plan and make food & drink stops as required. Rehydrate after the ride also.	Bring money and/or credit/debit card to buy emergency drinks and food.
8	Pre-Ride	Lack of stability	Accident causing injury to the rider, fellow member or third party				Tribars and Aero Bars: The use of all tribars and Aero bars is strictly banned from all club rides. Whilst the club accepts that they may be permanently attached to cycles, they must not be used during a ride because they are a long way from the brakes and can be unstable in some circumstances which may cause danger to the group.	
9	Pre-Ride	Falls and slips	Various injuries to the rider				It is compulsory that riders wear a EN standard cycle helmet for all club rides. The helmet should conform to the latest regulations. Do not wear a helmet that has been involved in any previous accidents, or has visible damage. Helmets should be replaced every two years (plastic deteriorates). Duty of care on rider to ensure correct and secure fit. Wear gloves / mitts.	
10	Pre-Ride	Lack of route communication by guides	Inability of riders to complete ride				Guides to be conversant with details of ride including: Route Distance and approximate timings Refreshment locations Known hazards (steep hills, sharp bends, roads known to flood etc.) Rides agreed on the day – Guides to consult group on timing/distance of the ride & agree a suitable route or first stage after which subsequent stages will be agreed.	Guides to explain route before setting off. Guide to explain route/stage before setting off.
11	Pre-Ride	New / Guest riders - lack of knowledge	High risk of accident				All new riders to introduce themselves to the ride co-ordinators. Any non-member interested in riding and joining the club may do so for up to 3 rides providing they have signed a Guest Rider Form, part of which confirms they have read the Rules for Club Rides.	Policy for under 18s covered in point 37.

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12	Pre-Ride	Club members - medical conditions	Medical emergency / adverse reaction to first aid				Riders are responsible for ensuring they are fit and healthy enough to complete the ride. Details of the Sunday routes are published in advance. Riders with any medical condition which may affect their ability or performance, or should be considered in the event of an accident, should make this known to the ride guide or another member of the group if preferred.	Duty of care on the individual rider.
13	Ride	Lack of ride discipline or failure to comply with accepted standards	Risk of Accident				Understand and be familiar with the Highway Code. 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. If you are in a stationary position waiting to move please look over your shoulder first and check it's safe to move. Please respect each other and do not cut across the path of other riders. At no point should a cyclist undertake any other cyclist. Remember that the club promotes safe cycling.	
14	Ride	Lack of ride discipline or failure to comply with accepted standards - further details	Risk of Accident				All riders in group to learn to communicate within the group. Slow / easy braking when slowing when road / traffic is judged to be dangerous / potentially dangerous. The warnings (shout / signal) to be repeated if safe to do so by those following.	
15	Ride	Hazards arising from the road surface :- loose surface, gravel, pot holes, leaves, diesel spills, fords and the like	Accident causing injury to the rider, fellow member or third party				When safe, the front rider is to shout / signal as appropriate with the left or right hand. Warning to be repeated (if safe) by those following. Pot hole - " Hole " / pointed signal Undulating / rutted road - pointed signal Gravel/loose material - " Gravel " / pointed signal Stationary vehicle - use appropriate arm behind the back to point away from the obstruction to guide the rider behind.	In the case of fords, 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.
16	Ride	Additional Group Riding Calls and Signals	Accident causing injury to the rider, fellow member or third party				Slow down - " Slow " or " Slowing " / one hand extended to pat an invisible dog. Stop - " Stop " or " Stopping " / hand straight behind.	

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17	Ride	Group Riding at a junction - Riding Calls and Signals	Accident causing injury to the rider, fellow member or third party				Shout and signal Left or right - change of direction Shout " Clear " if junction is safe to cross / turn. Immediately shout " Stop " if situation changes and traffic appears. Do not use the shout "not clear" as this could be misheard.	Riders responsible for their own safety and should counter check that the road is still clear before progressing.
18	Ride	Motor vehicles approaching the group on narrow roads, from the front or rear	Accident causing injury to the rider, fellow member or third party				Warn of approaching / overtaking vehicle by rear marker shouting " Car back " or " Car up " to be repeated by those in front. Warn of an oncoming vehicle by the lead rider should shout " Car front " or " Car down " to be repeated (if safe) by those following.	This shout can be followed by " Single out " when road / traffic is judged to be dangerous and there is time.
19	Ride	Pedestrians / cyclists approaching on cycle track	Accident causing injury to the rider, fellow member or third party				Warn of approaching cyclist / pedestrian by shouting " Single out " with a sweeping motion behind back to point to rear wheel.	Be prepared to slow down.
20	Ride	Overtaking pedestrians / cyclists	Accident causing injury to the rider, fellow member or third party				On road - Front rider to call " On your right " to inform those you are passing that you are approaching and intend to pass on the right. This rule assumes riding in the UK. Off road – Front Rider to call " On your right/left " as appropriate to inform those you are approaching and intend to pass.	Slow down
21	Ride	Group Riding - Consistency	Accident causing injury to the rider, fellow member or third party				Ride consistently - be aware of those around you and remember your movements will affect everyone in the group. I.E. 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.	Adjusting ride intensity to suit ability of riders present. Leave enough space to create your comfort zone, between yourself and surrounding riders
22	Ride	Group Riding - Riding Close	Accident causing injury to the rider, fellow member or third party				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. 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")	Leave enough space to create your comfort zone, between yourself and surrounding riders

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23	Ride	Weather conditions / Environment	Accident causing injury to the rider, fellow member or third party				Exercise due care and attention to road surface conditions	Guide to get weather forecast and assess conditions pre-ride. All riders to monitor changing conditions (rain, snow, wind, fog etc) as these can have an adverse effect on stability and overall safety. Carry and switch on lights as necessary within the group. Experienced riders will give instructions for riding safely in adverse weather, may temporarily halt the ride to await a change in conditions, or abandon the ride.		
	Ride	Icy Roads					Exercise due care and attention to road surface conditions		Adjust riding speed, walk or call for assistance.	
	Ride	Wet Roads					Exercise due care and attention to road surface conditions		Adjust riding speed etc. as appropriate.	
	Ride	Surface conditions (road markings, gravel, diesel spillage etc)					Exercise due care and attention to road surface conditions		Adjust riding speed etc. as appropriate.	
	Ride	Cold weather		Hypothermia & Frost nip / bite					Wear layered and appropriate clothing as prevailing conditions dictate.	
	Ride	Hot weather		Dehydration & Sun stroke					Carry sufficient water to prevent dehydration. Wear sun block or cover exposed skin.	
24	Ride	Road, Intersections, roundabouts and other junctions	Accident causing injury to the rider, fellow member or third party				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.	Ride defensively, assuming that the driver may not give way to you and the group and leave sufficient stopping distance.		

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25	Ride	Choice of stopping places dangerous	Accident causing injury to the rider, fellow member or third party				<p>Always choose a safe place to stop as a group and in particular avoid road junctions, bends and other physical road hazards.</p> <p>Warn riders before stopping and choose a position that where possible keeps the carriageway clear.</p> <p>In event of punctures, 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.</p> <p>Check for presence of back marker at junctions. Regroup at a safe spot, off the carriageway in sight just beyond the junction to ensure no one gets left behind.</p>	
26	Ride	Traffic held up behind the group	Accident causing injury to the rider, fellow member or third party				<p>Guide or rear marker to give positive instruction to open gaps in the ride (at least 30 metres between groups of about 5 riders) to assist traffic to safely pass the group.</p> <p>Give positive instructions to ride in single file when road and or traffic conditions dictate.</p>	
27	Ride	Farm animals on the carriageway or in the vicinity	Accident causing injury to the rider, fellow member or third party				<p>It is 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.</p>	
28	Ride	Horses on carriageway or in the vicinity	Accident causing injury to the rider, fellow member or third party				<p>In addition to the above on how to approach 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 wide and 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/s.</p>	Slow down or stop

		Horses on bridleways or off-road tracks particularly where there is limited passing space					Riders should slow down and warn the horse riders as above when approaching from the front or the back and also ask “ are we OK to come past? ” If in doubt stop.	

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29	Ride	Lack of clear signals	Accident causing injury to the rider, fellow member or third party				Front riders must give directional hand signals to the group and other road users in good time. Front riders should provide loud verbal warnings of approaches to major roads, dual carriageways, mini roundabouts etc. Front riders to provide a loud verbal warning in situations where high risk is encountered i.e. "ICE" - ice, "SLOWING" down steep hills or gradients, "GRAVEL" excessive gravel on the road.	
30	Ride	Parked and other stationary vehicles	Accident causing injury to the rider, fellow member or third party				Warning to be given from the front and passed down in relation to any dangers such as parked vehicles or other obstructions. Riders to use a hand signal to warn riders behind of obstructions so they can pull out from the side of the road.	
31	Ride	Dust / Debris & Insects	Eye infection / soreness				Wear suitable and comfortable eye protection.	Ensure that if sunglasses are used that the grade of darkening does not obscure vision especially when under trees in tunnels etc.
32	Ride	General sporting injury	Muscle strain and cramps				Ride co-ordinators to commence the ride at a warm up pace. Correct cycle position and clothing. Riders to be properly hydrated.	Adjusting intensity of ride to suit ability of riders present.
33	Ride	Lack of general information resulting in unnecessary stops	Stopping point locations dangerous				The distance, expected average and any stops should be explained to the group members by the guide before setting off. Be aware of the guide and any nominated back marker. Know how many riders in your group. Riders with any medical condition which may affect their ability or performance, or should be considered in the event of an accident, should make this known to the ride guide or another member of the group if preferred.	Please do not leave a scheduled group ride without letting the guide know.

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34	Ride	Management of the group					<p>When riding as a part of a group always allow for riders following behind.</p> <p>Groups should allow appropriate gaps in traffic and slow to allow enough time for the entire group to negotiate obstacles.</p> <p>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.</p> <p>The rider at the front should slow or even stop at the next appropriate place to allow the group to reform.</p> <p>Should the group split due to circumstances, riders should slow down or find a safe place to stop and reform before proceeding.</p> <p>The group has an obligation to always stop and assist any of its riders suffering from mechanical or physical problems.</p> <p>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).</p>	

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35	Other	Dealing with emergencies and reporting procedures	Various				<p>Take charge.</p> <p>Assess accident. Are people still in danger? Move group and injured to a safer place.</p> <p>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.</p> <p>If first aider present let that person take charge of the injured party). Keep talking and re-assuring the injured person.</p> <p>Keep them conscious. 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>Wear gloves at all times when dealing with blood producing injuries.</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 i.e/ do not allow rider to ride a bike that may be dangerous.</p> <p>Advise the riders Emergency Contact (held on the club data base) of the situation where it is deemed necessary & the rider is unable to do this.</p>	<p>Common sense judgement if the injured rider declares himself fit to ride.</p> <p>Monitor.</p>
36	Other	Accident reporting					<p>The guide or another Club member will make a record of the time, location and circumstances of the incident, and take details of third parties involved.</p> <p>Riders report to the club any hazards / alerts that might affect other Club riders, so that members, other clubs, the police and the local authority can be emailed and made aware of the issue.</p>	
37	Other	Children under the age of 18					<p>If you are under 18, please email wccwelfare@aol.com to discuss before joining a club run. You and a parent or guardian must read the club's Under 18 Policy and then complete and return a signed Consent Form to take part, otherwise you cannot ride. The Club member guiding the ride will check compliance with these policies at the start of Club rides.</p>	<p>It is best if the legal Guardian can ride first with the club on their own so that they can see the risks and learn before they introduce the minor to the club rides</p>

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38	Pre-Ride Ride Ride Ride Ride	Covid-19 Virus	Riders contracting Covid-19				<p>Riders must not join rides if they, or someone in their household, have tested positive for Covid-19, display any Covid-19 symptoms, or if they are required or have been advised to self-isolate or quarantine</p> <p>Riders must practise strong hand hygiene at all times</p> <p>Riders must practise good respiratory hygiene (ie: coughing/sneezing into a tissue or the crook of an elbow)</p> <p>Riders must provide all their own equipment and refreshments if possible and avoid sharing the like of water bottles and food</p> <p>If a rider develops symptoms of Covid-19, they should stop taking part and follow latest government guidelines..</p>	<p>All riders are responsible for their own personal behaviour and for advising the group if these guidelines are not being adhered to sufficiently.</p> <p>Riders are advised to carry a face mask and surgical gloves so that in the event of an accident they may come to the assistance of a fellow rider should they choose to do so.</p>

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39	Ride	Electric bike used on Club Ride results in incident causing injury to rider, fellow-rider or third party					<p>Only experienced cyclists to be allowed to join groups using electric bikes if their health, level of fitness or age make it appropriate</p> <p>Only electric bikes that meet the following criteria are permitted on Club Rides:</p> <ul style="list-style-type: none"> a. the bike must have pedals that can be used to propel it; b. the electric motor should not be able to propel the bike when it is travelling more than 15.5mph; and c. the motor should not have a maximum power output of more than 250 watts. <p>It must also display one item from each of the following:</p> <ul style="list-style-type: none"> a. the power output or manufacturer of the motor; and b. the battery's voltage or maximum speed of the bike. <p>It is for the individual to ascertain via the manufacturer/place of purchase whether their electrically assisted pushbike meets these criteria.</p>	Riders of electric bikes must take all the other risk mitigation measures outlined in this assessment
40	Club events	Accident or illness resulting from club social event	Various				Events held at commercial premises and subject to their health and safety policies and procedures	
41	Country Show	Incident involving marquee or displays set up in or around the marquee	Injury to member or third party				<p>Marquee procured from and installed by professional marquee company</p> <p>Club members in attendance at all times to help check safety of any displays</p>	

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