

# CTC Cambridge: Risk assessment table for led rides

## Introduction

This document contains a detailed risk assessment of the risks and hazards that may occur on led club rides. The table lists “Risks or hazards” along with the recommended “Control measures” to mitigate against those risks.

The main control measures that are recommended for all our led rides are summarised in the related “Risk Assessment Overview” document, and that summary should be the primary generic risk assessment reference for Ride Leaders and riders. This table contains a more detailed risk assessment that underlies that overview.

Although some of the control measures are listed as the responsibility of the Ride Leader, others are shared between the Ride Leader and riders. Individual riders are responsible for their own health and safety, and all riders are expected to assist the leader by following the leader’s instructions and by following the CTC Cambridge Guidance for Riders.

*The table below expands on the Cycling UK template and guidelines for risk assessments for led rides. It is based on experience of CTC Cambridge led rides and should be used in place of the Cycling UK template.*

The following abbreviations are used in this table: “RL” is “Ride Leader”; “PRB” is “Pre-Ride Briefing”; L/M/H are low/medium/high.

Risk or hazard	Likelihood	Severity	Control measures	Acceptable level of risk?
<b>Ride participants including new riders</b>				
Bike or equipment is faulty	M	L	Club guidelines inform riders that it is their responsibility to ensure their bike and equipment is in working order. RLs have discretion to carry out quick ‘M’ type check on riders’ bikes and may recommend the rider abandons if safety of rider or other riders is compromised.	Y
Lack of appropriate gear for the ride (e.g. lights, water bottle, appropriate clothing.)	M	L	RL to assess whether lack of equipment will impede the rider’s (or the group’s) ability to complete the ride. RL may check if other riders can provide equipment.	Y
Lack of a suitable set of tools and spares. Each rider should carry everything they need to repair a puncture on their own bike. (e.g. spare inner tube, tyre levers, pump)	L	L	RL to assess whether lack of tools or spares will impede the rider’s (or the group’s) ability to complete the ride. RL may check if other riders can provide the missing equipment.	Y
Rider appears to have insufficient fitness or	M	L	RL to talk to any riders if they are concerned about their capability	Y

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ability to complete the planned ride, at or soon after the start			<p>for the ride (speed &amp; stamina) and their experience of group rides. If the RL considers that a rider is likely to be unable to complete the planned ride, the RL can propose that they don't join the ride and should instead select an easier ride that is better matched to their ability.</p> <p>If a rider is found to be unable to maintain a reasonable pace in the first few miles (while they are still able to return unaided), RL can stop the ride and ask the rider to leave the ride.</p> <p>If the rider ignores the advice and insists on joining, or staying with the ride, RL can remind the rider they are responsible for their own health and safety, and advise the rider that they may be dropped (the ride may not wait for them if they drop off the back).</p>	
Rider(s) having difficulty with the speed or the distance during the ride	M	L	<p>RL to try and accommodate rider(s) in difficulty by reducing the pace and/or splitting the group and/or by shortening the route. If this is not possible, RL to advise the rider(s) they should rest for a period then ride or seek other means of transport home. RL may seek a volunteer from the group to accompany the rider(s). RL to do phone check if the rider(s) returns alone.</p>	Y
Rider taken ill during ride	L	M	<p>RL stops ride in a safe location and assesses the situation. First Aiders to assist if available. RL to call 111 or 999 as appropriate. If less serious but rider wants to return home RL to appoint volunteer to accompany rider as appropriate.</p>	Y
Rider gets a puncture or other mechanical issue	M	L	<p>RL stops the ride in a safe location and assesses the situation. RL may elect to split the group where 1 or 2 riders stay and help with the repair while the RL continues the ride with the other riders: If repair is not possible, the rider is responsible for arranging onward transport.</p>	Y
<b>Weather</b>				
Severe weather causing poor/dangerous riding conditions (heavy rain, strong winds, snow, ice, <b>or</b> extremely high temperatures).	M	L	<p>RL and Runs Secretary to monitor forecast in advance. Ride can be shortened or cancelled. RL to forewarn riders in the PRB that ride may be amended due to weather.</p>	Y

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Risk or hazard	Likeli- hood	Sever- ity	Control measures	Acceptable level of risk?
<b>Group riding</b>				
<p>General principles: Ride leader to keep track of numbers and try to keep the ride together.</p> <p style="text-align: center;"><i>Some specific risks are listed below.</i></p>	H	L	<p>RL and other riders to keep count of group numbers and recheck as needed; e.g. when regrouping, at the stops and when leaving stops.</p> <p>RL and other riders to pay attention to the slower riders and moderate the pace as needed to allow the slowest riders to stay in touch; e.g. RL riding with, or at the pace of, the slowest rider(s).</p> <p>RL to appoint back-marker if group number is more than 8 riders.</p> <p>RL to pause the ride in a safe location if needed to allow all riders to regroup.</p> <p>RL to encourage all riders to look out for each other; e.g. to wait at junctions to ensure the following riders make the turn; and to inform the leader if any riders are getting dropped.</p>	Y
Large number of ride participants makes a single group difficult to manage.	M	L	RL to consider forming two groups if there are more than 12 riders. RL should appoint an experienced rider (with the route) as second group leader so that the groups can ride independently.	Y
Riders are riding at different speeds and this is causing the group to get fragmented or spread out.	H	L	<p>If there is a particularly slow rider, RL to consider special measures (e.g. ask another rider to accompany the rider to return directly, or to act as a “buddy” rider and review at the next stop).</p> <p>Faster riders may go ahead but should be directed by the RL to wait for the main group at intervals.</p> <p>RL can invite faster riders to ride ahead independently if the group dynamic is not working.</p>	Y
One or more riders lose touch with the group.	M	L	<p>RL to share their mobile number with the riders during the PRB, so that riders can contact RL if they get separated.</p> <p>RL may also collect mobile number from guest riders, new riders and/or other riders as an added option.</p> <p>RL to try to make contact by phone with missing rider if rider fails to appear and/or fails to make contact. If unsuccessful, RL to consider other options (e.g. send 1 or 2 riders back up the road).</p>	Y
Group needs extra time to cross at busy junctions.	H	L	<p>RL and riders to wait on opposite side or at the back of the group to ensure other riders aren’t rushed.</p> <p>RL and riders to ensure group is complete before continuing.</p>	Y

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Group needs more time on difficult sections (rough surfaces, fords, footbridges, roadworks).	M	L	RL to moderate the pace. RL and riders to wait at end of section to ensure others aren't rushed and ensure group is complete.	Y
Group riding formation likely to cause collision within the group or with other traffic.	L	H	RL and riders to organise the group to allow motor vehicles to pass by: riding in smaller groups, singling out or leaving gaps within the group as necessary. Group to pull over at suitable passing places to allow vehicles past. RL to ask riders to change their riding position if they are posing an unnecessary risk.	Y
<b>Route</b>				
Permanent route hazards (fast road sections, blind bends, steep descents, narrow sections).	H	L	RLs and riders to familiarise themselves with Marked Hazards for the route in the Route Library. RL to highlight any significant route hazards in the PRB. RL and riders to moderate pace accordingly and ensure group remains together.	Y
Hazards occurring on the day, e.g. road closures, flooded areas, fallen trees.	L	M	RL and riders to stop and assess situation. Blocked roads can often be circumvented by using pedestrian walkways or by taking an alternative route or walking around via an adjacent field.	Y
Hazards linked to road surface conditions (e.g. potholes, gravel, debris, incomplete road dressing, no white lines).	H	L	RL to stop the ride in a safe location and assess situation if risks are significant. RL to ensure the whole group remains together RL and riders to moderate pace accordingly and, if needs be, dismount and walk through the hazardous section.	Y
<b>Other road users</b>				
Road traffic unable to overtake cycling group on narrow road	H	L	RL and other riders to organise the group to allow motor vehicles to pass by: riding in smaller groups, singling out and/or leaving gaps within the group as necessary. Group to pull over at suitable passing places to allow vehicles past.	Y
Rider(s) involved in accident <b>-not</b> involving a collision with other cyclists or vehicles (e.g. falling off bike, colliding with a fixed object	L	H	RL stops ride in a safe location and assesses situation. First Aiders to assist if available. RL to call 111 or 999 as appropriate.	Y

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etc.)			If less serious but rider wants to return home RL to consider appointing volunteer to accompany rider as appropriate.	
Rider(s) involved in a collision with other cyclists or road vehicles	L	H	RL to follow procedure outlined on Rider Registration Form. RL to inform Safeguarding Officer and Club Secretary who will assist with completion of Accident Report Form	Y
<b>Safeguarding</b>				
Ensure vulnerable adults and children are safeguarded from harm	L	S	<p>CTC Cambridge is unable to make any special provision for vulnerable adults and young children.</p> <p>We do not accept unaccompanied children on any of our rides under any circumstances. Riders under the age of 18 years must always be accompanied by a parent or by a responsible adult and must bring a signed parental consent form and give it to the ride leader at the start of the ride. Where the responsible adult is not a parent, a signed parental consent form is still required. There is no lower age limit but our rides make no special provision for young children.</p> <p>If any incidents occur which adversely affect the welfare and safety of ride participants, the Safeguarding Officer should be informed.</p> <p>A 'parent' includes birth parents, guardian or any person with parental responsibility. A 'responsible adult' is any person over the age of 18 years who is appointed by a parent to accompany and take responsibility for the child concerned. The responsible adult should always bring with them a signed parental consent form.</p>	Y