

Generic risk assessment form



Whilst leaders have to be conscious of safety at all times and constantly evaluate risk, it must be recognised that it is not possible or indeed desirable to entirely remove all risk from cycling activities. The main factor in managing risk is the quality, experience and judgment of the leader, whose purpose it is to ensure that consequences are acceptable. Leaders are expected to make decisions in the best interest of their clients and whilst they are required to be mindful of guidelines and standards of accepted practice, no attempt is made to interfere with their on the spot judgement.

Activity			
Activity	Type of activity: Evesham Wheelers Club Rides on a Sunday and Wednesday		
	Date of activity: As advertised on Club web site – www.eveshamwheelers.org.uk		
	Leading Environment:	Start time: Approx. 09:00am	Estimated finish time: Approx. 2.00pm
	Estimated no: This covers groups of 8 with 1 qualified ride leader or 12 with 2 qualified ride leaders		
Leader	Name: Mark Williams		Telephone:
<input type="checkbox"/> Tick here to confirm that the leaders are appropriately qualified			
Signature:		Date:	

Hazard description	People at risk	Control measures	Notes
Fall from cycle	Riders, leaders	Riders wearing suitable and properly adjusted helmets. Route chosen carefully with regard to the group, skill level, gradients and terrain. Group trained to cope with identified hazards.	
Collision between two or more riders	Riders	Clear instructions on spacing, particularly when going downhill; encourage communication with others in group, verbally and with hand signals.	
Traffic accident	Riders, leaders, members of the public	Clear instructions on speed, formation, spacing, signals and communication. Group briefed on problems of on-road sections and of dangers presented by others (e.g. vehicles, pedestrians, animals and other cyclists). Other staff and responsible adults deployed appropriately throughout the group.	
Road junctions, (traffic lights, cross roads, roundabout, multi-lane junctions)	Riders, leaders, members of the public	Give group clear instructions on speed, formation road positioning, spacing, signals and communication. Brief group on dangers presented by others e.g. vehicles, pedestrians, animals and other cyclists. Deploy other staff and responsible adults appropriately throughout the group.	

Narrow lanes / Roads	Riders, leaders, members of the public	Give group clear instructions on speed, formation road positioning, spacing, signals and communication. Brief group on dangers presented by others e.g. vehicles, pedestrians, animals and other cyclists.	
Canal towpaths	Riders, leaders, members of the public	Clear instructions on spacing, formation and positioning; encourage communication with others in group verbally and with hand signals etc. Brief group on dangers presented by others e.g. pedestrians, animals and other cyclists and on how to ride socially responsible.	
Mechanical breakdown	Riders, leaders	Bikes maintained adequately for intended ride. BHC-check carried out prior to the ride. Leader to carry spares and tools.	
Medical emergency	Riders, leaders	Leader holds current HSE First Aid certificate. Emergency procedures in place. Voluntary staff made aware of emergency procedures.	
Adverse weather conditions	Riders, leaders	Current forecast checked, advice given on appropriate gear and clothing, check gear immediately prior to ride. Have alternative routes in mind, modify/shorten if necessary.	
Navigational error	Riders, leaders	Appropriate staff training in use of map, compass and cycle computer. These items to be carried, if appropriate.	
Group separation/ missing group member(s)	Riders	Clear instructions to adult helpers/leaders: supervision of both head and tail of group. Leaders to remain in contact regularly.	
Road Surface	Riders, Leaders	All riders to be aware of the presence of potholes, mud, gravel on roads. Clear instructions to be issued as the ride progresses along the route	

