

Risk Assessment Form Open Road Bike

This form should be completed with a list of hazards that affect the session, and should be written from a coaching perspective, not a venue management perspective. For each risk assessment there should be associated Emergency Action plan to be used in case a risk occurs.

Venue:		Freedom Leisure Crowborough (start / finish)		Venue Contact Name & Contact Details:	Freedom Leisure Crowborough, Duty Manager on Site 01892 665488 Coaches Mobiles
Address: (Include postcode)		Eridge Rd, Crowborough TN6 2TN			
Group:		Crowborough Tri Club		Location of first-aider:	Lead Coach, Duty Manager
Date:		Every Thursday		Location of Defibrillator	Eridge Rd, Crowborough TN6 2TN , by mini railways. Public Access. And Jarvis Brook Memorial Hall TN6 2EG
Time:		Start 6:15pm, Finish 7:30pm		Location of telephone:	Coaches mobile, good signal in all locations for major networks. Phone at Leisure Reception.
Participants:	Number:	20		Location of toilets:	N/A.
	Age:	14 +		Location of changing rooms:	N/A
	Ability:	Mixed		Location of first-aid kit:	Coach to carry first aid kit
Lead coach name:		Lead Coach Iain		Stocked and maintained:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Venue documents read and understood		Normal operating procedures: Yes No N/A <input checked="" type="checkbox"/>		Additional notes:	
(please ✓ appropriate box):		Health and safety policy: Yes No N/A <input checked="" type="checkbox"/>			
		Emergency action plan (EAP): <input checked="" type="checkbox"/> Yes No			

Name of person conducting risk assessment:	Signed:	Date:
Lead Coach Iain	<i>Iain Watson</i>	16 th October 2022

Location & Description of Hazard:	People at Risk:	Level of Risk (High/Medium/Low):	Advice Required: (from whom)	Action(s) to Mitigate/ Remove Risk:	Person responsible for resolution:	Residual Risk: After resolution	Dates Reviewed
<ul style="list-style-type: none"> Route Suitability for all ability and fitness 	All Riders	Medium	<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes If yes, who	Plan / adapt route to suit ability/fitness of the group, including potential contingency/escape routes. Manage group speed to suit the ability/fitness of the group Identify & brief riders on specific hazards on the route prior to starting. Consider splitting the group according to ability	Lead coach	Low	
<ul style="list-style-type: none"> Lack of adequate lighting 	All Riders	High	<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes If yes, who	Plan route to ensure return prior to sunset Club policy requires all riders to carry lights at all times	Lead coach	Low	
<ul style="list-style-type: none"> Terrain surface not suitable for road bikes 	All Riders	High	<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes If yes, who	Plan route to avoid routes known not to be suitable. Review route taking into account any known temporary hazards (i.e. potholes, roadworks &/or recent resurfacing). Consider adapting route dynamically should road surface prove to be inadequate.	Lead coach	Low	

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<ul style="list-style-type: none"> Dangerous conditions due to inclement weather 	All Riders	High	Yes – Met Office	Review weather report & advise riders of any adverse conditions anticipated. Consider adapting route to suit conditions &/or postponing in severe conditions. Riders to be briefed on safety when riding in inclement weather.	Lead Coach	Medium	
<ul style="list-style-type: none"> Riders stopping waiting in dangerous locations (ie at road junctions blind bends etc) 	All Riders	High	Yes (British Cycling Ride Leader programme)	Riders to be briefed on safe waiting locations Consider pre-planned stopping points for route(s).	Lead Coach	Low	
<ul style="list-style-type: none"> Riders not correctly equipped for weather conditions. 	All Riders	High	<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes If yes, who	<ul style="list-style-type: none"> Ensure all riders have clothing appropriate to the anticipated weather conditions before commencing. 	Lead Coach	Low	
Equipment leading to injury due to RTA, collision &/or rider error.	All Riders	High	<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes If yes, who	<ul style="list-style-type: none"> Club policy dictates all riders shall wear correctly fitting EC compliant helmets. Ride leader to carry 1st aid kit to deal with minor injuries. Ride leader to be familiar with the EAP & have access to emergency contact details for all riders. Consider identifying a 'Base contact' who can raise an alert if the group has not returned by 	Lead Coach	High	

Example Risk Assessment Form Pool

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				the agreed Emergency Action Time (EAT).			
Equipment Bikes not adequately maintained &/or equipment failure on route	All Riders	High	<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes If yes, who	<ul style="list-style-type: none"> • Club policy dictates members are to ensure their equipment is serviceable & in good working order. • 'M' checks to be carried out prior to each ride. • Club policy dictates members are to carry equipment to deal with their own minor roadside repairs. • Should equipment not be repairable ride leader will assess the situation & make provision for recovery of the rider &/or equipment. 	Lead Coach	Low	
Rider ability not adequate for the equipment being used (i.e. clipless pedals etc)	All Riders	High	<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes If yes, who	<ul style="list-style-type: none"> • Club policy dictates that riders are to be responsible for ensuring they have sufficient competency to use their equipment. • Ride leader to check with new riders that they are confident using their equipment. 	Lead Coach	Low	
Equipment not suitable for group rides (i.e. aerobars)	All Riders	High	<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes If yes, who	<ul style="list-style-type: none"> • Club policy dictates TT bikes should not be used on group rides at any time. • Riders with aerobars on their normal road bike should be briefed not to use them when riding in a group. 	Lead Coach	Low	

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People (Rider competency & conduct) Pre-existing significant medical conditions.	All Riders	High	Yes - Rider	<ul style="list-style-type: none"> Ride leader should be aware of any rider with a significant medical condition & understand how to react &/or treat the symptoms. 	Lead Coach	Medium	
People (Rider competency & conduct) Route not suitable for rider/group ability.	All Riders	Med	<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes If yes, who	<ul style="list-style-type: none"> Ride leader should have an understanding of the experience & competency of riders & their capabilities. Plan / adapt route to suit ability of the individual/group. Consider splitting the group according to ability. 	Lead Coach	Low	
People (Rider competency & conduct) Riders stopping on route	All Riders	Med	<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes If yes, who	<ul style="list-style-type: none"> Riders stopping are to give clear indication to those behind of their intentions. 	Riders	Low	
People (Rider competency & conduct) Riders walking on route.	All Riders	Med	<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes If yes, who	<ul style="list-style-type: none"> Riders walking are to take care when walking on uneven surfaces &/or in shoes with cleats. 	Riders	Low	
People (Rider competency & conduct) Lost rider on route	All Riders	High	<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes If yes, who	Identify potential locations where group may become fragmented (steep/long climbs or descents etc) Brief riders to procedure if lost or separated from the group.	Lead Coach	Low	

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				<p>Ideally riders will have a phone & number to contact ride leader.</p> <p>Ensure the route is clearly understood by riders. Consider publishing route &/or gpx file to riders prior to the ride.</p>			
<p>People (Rider competency & conduct) Poor rider conduct, failure to ride safely.</p>	<p>All Riders / Other road users</p>	<p>High</p>	<p><input checked="" type="checkbox"/> No <input type="checkbox"/> Yes If yes, who</p>	<p>Club policy dictates that riders are to comply with the highway code at all times.</p> <p>Riders to be briefed on ride etiquette & hand signals to be used, including when cycling in traffic or in the vicinity of pedestrians or horses/animals.</p> <p>Riders who fail to follow instructions from ride leader are to be excluded from club rides.</p>	<p>Lead Coach / Riders</p>	<p>Med</p>	
<p>People (Rider competency & conduct) Large group of riders causing road hazard/obstruction to vehicles.</p>	<p>All Riders</p>	<p>High</p>	<p><input checked="" type="checkbox"/> No <input type="checkbox"/> Yes If yes, who</p>	<p>Rides to be limited to 8 riders. Rides in excess of 8 should be split into groups managed by a nominated 'group leader' with min of 10m separation between groups.</p> <p>Good ride discipline to be enforced by ride/group leader(s), with riders max 2 abreast moving into single file on busy or very narrow roads.</p>	<p>Ride / Group Leader(s)</p>	<p>Medium</p>	

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People (Rider competency & conduct) Ride leader becomes incapacitated	All Riders	Medium	<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes If yes, who	Ride leader to ensure riders are familiar with the route & EAP. Ensure the route is clearly understood by riders. Consider publishing route &/or gpx file to riders prior to the ride.	Ride Leader	Low	
People (Rider competency & conduct) Inexperienced ride leader	All Riders	High	<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes If yes, who	Ride leader(s) to be assessed for competency prior to leading club rides.	Committee	Medium	

Insert Diagram(s) of layout of venue with key safety elements marked (this page is intended to be shared between Risk Assessment and EAP):

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The map displays a route through Crowborough, UK, highlighted in blue. A text box on the map reads: "Highlighted route in blue best as it avoids main roads". The route starts near the top center and winds through residential streets, avoiding major thoroughfares like the A26. Key locations marked on the map include Crowborough Leisure Centre, Crowborough Camping and..., Steel Cross, Crowborough Rugby Football Club, Goldsmith's recreation park, Crowborough Sixth Form Centre, Beacon Academy, Saxonbury House Medical Group, St Mary's Catholic Primary School, Crowborough War Memorial Hospital, Superclean, Tesco Superstore, and Farringham Road. A callout box indicates a distance of "13 min 2.4 miles" for a segment of the route. The map also shows various other points of interest like schools, parks, and businesses.

Example Risk Assessment Form Pool

