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## **Torfaen Dolphins Triathlon Club**

# **Standard Risk Assessment - Club Road Rides**

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Document Reference: **TDTC - Club Road Rides Risk Assessment-V1**

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## Document Details

General Detail	
<b>Abstract</b>	This Risk Assessment been produced to identify, define and specify mitigation measures for the risks involved in regular club rides. Once approved by the Committee it will be published on the TDTC website.
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Document History			
Ver	Date	Amendment	Next review date
01	03/07/2023	First draft.	-



## Introduction

Torfaen Dolphins Triathlon Club (TDTC) organise club rides to suit the varying abilities/experience of its members and wants all participants on its rides to have an enjoyable experience.

As TDTC members we must look out for one another and share information about cycling and riding safety in an informal, supportive and polite way. These topics are often discussed during social bike rides. Cycle rides however, always have an element of risk and these may be higher than many other activities in normal life.

What is set out in this 'Risk Assessment' document is a written record of our assessment of the risks plus the actions we take to reduce and manage these. A Risk Assessment is an important step in **protecting both our members and our Club as a whole**. Every time we ride our bikes, we are exposing ourselves to various risks and this Risk Assessment helps us to focus our minds on these risks and hopefully helps to reduce them.

TDTC seeks to protect its members and the public from injury or loss as far as is '**reasonably practicable**'. Many of the things contained in this Risk Assessment are things we already do and are what might be considered as common sense. Nonetheless there may be information that is new and helpful to members. Importantly, in order to comply with the requirements of the club's insurance with 'British Triathlon' all of these things have to be formalised into this Risk Assessment document. The club does suggest members to join British Triathlon as this will ensure 3rd party insurance for the individual rider.

The assessment is specific to TDTC, and does not include activities such as learning the basics of riding a bike, or instruction in the highway code. TDTC members and guest riders are expected to be experienced riders. Inexperienced rider's risks resulting from, for instance, using cleats and gears, are not considered. A number of the risks in this risk assessment are managed through ride planning, including weather assessments, by the Ride Leaders. Some risks are managed through controls exercised by the Ride Leader. The majority of the risks are managed by actions to be taken by individual participant Riders who should recognise that they have a duty of care to themselves and to others in the group. Whilst most TDTC group rides will have a Ride Leader, the emphasis for safety is necessarily on individual riders.



## What is a Risk Assessment?

HAZARD = something with the potential to cause harm

RISK = the chance, great or small, of coming into contact with that hazard

This Risk Assessment uses a HIGH, MEDIUM, LOW indicator method. It's a careful examination of what in our club ride activities presents a hazard and could cause harm to people. It then identifies ways to reduce and manage these risks. These are the control measures to be implemented by all riders on a club ride. A grid system is then used to combine the two and give a graded level of risk LOW, MEDIUM, HIGH.

This Risk Assessment is generic, that is, it is suitable for all non-competitive TDTC club rides. As the severity of a hazard cannot be reduced the control measures seek to reduce the likelihood of the hazard occurring (RISK).

Severity	Likelihood	Risk Score (R=SxL)
<b>1=Low</b> None or minor injury	<b>1=Low</b> Seldom or never likely to happen	<b>1, 2 or 3=Low</b> Risk is controlled as far as reasonably practicable by most riders and leaders following most of the guidelines
<b>2=Medium</b> Injury requiring outpatient treatment	<b>2=Medium</b> Reasonable likely to happen	<b>4=Medium</b> Risk is controlled by all riders and leaders following all the guidelines
<b>3=High</b> Hospitalisation or fatality	<b>3=High</b> Extremely likely to happen	<b>6 or 9=High</b> Risk is high – Do not start the ride! Further actions are required to reduce the risk to medium or low

## Duties of Care

As a **Committee Member and/or Ride Leader**, you have accepted the responsibility of leading others. You owe them a duty of care to ensure that they are not exposed to a foreseeable risk of injury, as far as you reasonably can. If you accept a position, you are likely to agree to carry out certain functions, which may affect the safety of others both inside and outside the club. You are accepting responsibility and you must fulfil those duties to the best of your ability without negligence. That is, you must not create a foreseeable risk of injury and you must take reasonable steps to deal with any foreseeable risk of injury, which exists or arises.

For example:

If you are a **Committee Member**, you must implement, discharge, communicate and review the clubs safety policy, risk assessments, training requirements etc.

If you are a **Ride Leader**, you have agreed to lead a ride and you must take reasonable measures to see that the ride is as safe as it can be.

It is also important to note that **individual Members** of the club have a duty of care not only to themselves but to members of the public and to the persons with whom they are riding. I.e. The duty of care requires you to consider the consequences of your acts and omissions and to ensure that those acts and/or omissions do not give rise to a foreseeable risk of injury to any other person.



## Summary

Reading this you may be thinking 'this is scary I am never going out on my bike again'. However, as stated earlier, most of this is common sense and is action that we already undertake. The key word in all of this is **REASONABLE**. Clearly, one is not expected to guarantee the safety of others, merely to act reasonably.

**Importantly, please respect the Ride Leaders. Without them, club rides would not be possible. Listen to the briefings, pay attention whilst on the road and feel free to contribute.**

Please read on and make yourself familiar with the contents of this document.

If you have any questions/comments/ideas do not hesitate to contact a member of the committee or a nominated club official



All riders are reminded that they are responsible for their own safety; individuals take part in any group activities at their own risk. We strongly urge all riders to obtain appropriate 3rd party insurance as a minimum. It should be noted that no liability shall be attached to TDTC (including its officials and members) for any injury, loss or damage suffered.

### Control measures

Activity	Hazard	Uncontrolled Severity	Uncontrolled Likelihood	Uncontrolled Risk	Mitigation Measures	Person Responsible	Controlled Severity	Controlled Likelihood	Controlled Risk
Pre-ride	Equipment: Failing equipment:	3	1	3	Cycles must be roadworthy. Riders to inspect their cycle prior to each ride paying particular attention to brakes, frame, steering, pedals / cleats, wheels and tyres. Tri-bars are <b>NOT</b> permitted on club rides except TT format.	Rider	3	1	3
					Each rider must carry tools and spares appropriate to their bike.	Rider			
					If a rider or Ride Leader has concerns about the condition of a rider's bike before the ride commences they may consider carrying out a bike assessment	Rider / Ride Leader			
					TDTC strongly advise that all riders wear a properly affixed hard shell helmet that meets an internationally accepted safety standard.	Rider			
Pre-ride	Route: Bad surface etc	3	2	6	Routes are planned to avoid known hazardous roads. Routes are reviewed before the ride considering the weather forecast, and rides rerouted, delayed, or cancelled if risk is too high.	Ride Leader	3	1	3
Pre-ride	Known medical conditions – eg. Asthma, epilepsy, severe allergy, heart condition etc.	3	2	6	Riders with a known medical condition are to ensure that they are fit to participate in the ride, carry any necessary medication, and ensure that an accompanying rider has sufficient knowledge of the condition to ensure their safety in the event of an incident. TDTC recommend that riders carry a card, where known medical conditions can be listed. Inform the Ride Leader of the condition if you are happy to do so.	Rider	3	1	3



Activity	Hazard	Uncontrolled Severity	Uncontrolled Likelihood	Uncontrolled Risk	Mitigation Measures	Person Responsible	Controlled Severity	Controlled Likelihood	Controlled Risk
Pre-ride	Equipment: Breakdown, stranded	3	2	6	Each rider must familiarise themselves with the distance, pace and severity of the ride planned prior to making their decision to attend.	Rider	3	1	3
					To assist this decision, information is provided prior to the ride on the Club's website and/or social media. In addition, a briefing will be provided at the starting point.	Ride Leader / Club Captain			
					All riders should carry their ICE contact number (In Case of Emergency) either in their saddle bag, backpack or on their person so others can use contacts if necessary	Rider			
Pre-ride	Inexperienced riders in the group.	3	2	6	When there are inexperienced riders, consideration should be given to reducing the size of group.	Ride Leader	3	1	3
Pre-ride	Hypothermia, sun burn or heat stroke due to weather conditions.	2	2	4	Routes are reviewed before the ride considering the weather forecast, and rides rerouted, delayed, or cancelled if risk is too high	Ride Leader	2	1	2
					Riders to assess weather conditions and dress / prepare / use sun shield appropriately and fit mudguards if considered necessary.	Rider			
Pre-ride	Hazards: Inexperienced rider. (Either new to cycling or to the club).	3	2	6	Any guest / new rider must introduce themselves to a Club Official who will discuss the suitability of the ride, ride safety and the need to follow ride leader guidance.	Rider and Club Official	3	1	3
					On introductory rides where there are a higher number of new riders, group size will be limited to a maximum of 10 riders per leader	Ride Leader			



Activity	Hazard	Uncontrolled Severity	Uncontrolled Likelihood	Uncontrolled Risk	Mitigation Measures	Person Responsible	Controlled Severity	Controlled Likelihood	Controlled Risk
Ride	Collision with other road user. (Motor vehicle, pedestrian, horse rider, cyclist etc.)	3	2	6	Routes are planned to avoid known hazardous rights of way, busy roundabouts, blind bends and summits, narrow lanes and avoiding dates of special events and road works.	Ride Leader	3	1	3
					All riders must follow the Highway Code at all times including obeying traffic signals and signs.	Rider			
					If poor visibility expected, wear bright clothing and use cycle lights.	Rider			
					All riders to continually assess traffic conditions, driver attitudes and take appropriate safety action such as getting off and walking; using a pedestrian crossing to cross a major road.	Rider			
					Should the need to stop arise e.g. through puncture, then a place must be found sufficiently off the right of way for the group to wait safely and the bike be attended to.	Ride Leader			
					Consideration should be given to using person(s) at strategic points to warn oncoming traffic	Ride Leader			
					Riders to use warnings and signals to warn of approaching vehicles and other hazards (" <b>Car-front</b> " to warn of vehicle approaching from front, " <b>Car-back</b> " when it's approaching from behind).	Rider			
					When approaching horse rider(s), lead riders are to warn and slow the group and warn horse riders of the approaching group. The group to pass wide and slow or stop to allow horses to pass or take instruction from a horse rider. The group is always to give way to horses.	Rider			



Activity	Hazard	Uncontrolled Severity	Uncontrolled Likelihood	Uncontrolled Risk	Mitigation Measures	Person Responsible	Controlled Severity	Controlled Likelihood	Controlled Risk
Ride	Impact with ground, falling from cycle due to fatigue (inc. lack of food or drink).	3	2	6	Riders have responsibility for ensuring that they carry enough food / drink / energy gels for duration of ride	Rider	3	1	3
					The ride leader will plan appropriate café and refreshment stops or state that none are planned in the advance information and at the briefing.	Ride Leader			
					Riders have responsibility for ensuring that they carry enough food / drink / energy gels for duration of ride	Rider			
					If during a club ride you (or you observe someone) become significantly fatigued or unwell, inform the Ride Leader immediately.	Rider			
Ride	Collision with other riders in the group.	3	2	6	Riders in the group should position themselves to avoid overlapping wheels and not routinely pass on the inside of another rider.	Rider	3	1	3
					Riders of e-Bikes should be prepared for other riders to slow on inclines and to leave sufficient gap to the wheel in front of them.	Rider			
Ride	Collision with an animal.	3	1	3	Riders at front of group to be observant of such hazards and shout warnings to the group.	Rider	3	1	3
Ride	Damage to eyes from road spray, insects, grit etc.	2	2	4	Each rider to consider wearing suitable eye protection to protect against branches, insects, rain, sunlight and mud.	Rider	2	1	3
					All riders are requested to fit mudguards when it is probable that conditions will be poor – for instance during the winter months.				



Activity	Hazard	Uncontrolled Severity	Uncontrolled Likelihood	Uncontrolled Risk	Mitigation Measures	Person Responsible	Controlled Severity	Controlled Likelihood	Controlled Risk
Ride	Impact with ground – Falling due to bad surface (eg. gravel, ice, pothole, oil etc.)	3	2	6	Routes are planned to avoid known hazardous roads. Routes are reviewed before the ride considering the weather forecast, and rides rerouted, delayed, or cancelled if risk is too high.	Ride Leader	3	1	3
					All riders must pay close attention to the road surface and the immediate environment. Abilities in a group ride will vary and it is for each individual rider to consider the conditions and take individual action such as slowing down and dismounting.	Rider			
					All Riders to only ride at a speed at which they are competent / confident particularly on descents.	Rider			
					Riders shall communicate hazards to other members of the group.	Rider			
					The use of personal protection such as helmets and gloves may reduce injury in the event of a fall, but do not prevent the incident arising. British Triathlon strongly recommends wearing an approved cycling helmet.	Rider			
Ride	Collision or fall due to being blown off course. (Strong winds or draft from large vehicle)	3	2	6	Routes are planned to avoid major roads where high numbers of large vehicles are expected.	Ride Leader	3	1	3
					Routes are reviewed before the ride considering the weather forecast, and rides rerouted to more sheltered routes, delayed or cancelled if risk is too high	Ride Leader			
					Riders to increase space between themselves in windy conditions.	Rider			



Activity	Hazard	Uncontrolled Severity	Uncontrolled Likelihood	Uncontrolled Risk	Mitigation Measures	Person Responsible	Controlled Severity	Controlled Likelihood	Controlled Risk
Ride	Lone cycling. (Illness, injury etc when abandoned by the group).	3	1	3	Club rides are intended as group rides, riders should communicate up the group to inform the leader of anybody being dropped or stopping.	Rider	3	1	3
					A Ride Leader should not leave a rider stranded alone unless it is safe to do so. Ride leaders should wait at every junction, technical descent end and hilltop until the whole group has arrived and is ready to go again. In order for the ride leader to be sure that nobody has been dropped, they must be aware of their group size at the start, and do a headcount when regrouping. In the case of under 18s and vulnerable riders, specific safeguarding procedures are in place and must be followed.	Ride Leader			
					Riders must be prepared to take care of themselves should they become stranded due for instance to bike failure or otherwise become separated from the group. This means each rider preferably carrying: <ul style="list-style-type: none"> <li>• Method of inflating tyre/inner tube</li> <li>• At least one inner tube (preferably two)</li> <li>• Two/Three tyre levers</li> <li>• Multi-Tool with Chain splitter Chain link..</li> <li>• Mobile phone and money/cash card</li> <li>• Contact Details of Ride Leader</li> </ul>	Rider			
Ride	Hazards listed above encountered at night.	3	2	6	All riders to use road legal lighting during lighting up hours and wear bright clothing.	Rider	3	1	3



## Notes

Ride leaders are not first aiders, no provision is made for first aid on rides. The club offers, periodically, first aid training for interested members.

In the event of a significant incident or significant near miss, the Ride Leader should write a report detailing the circumstances and present this to the Committee. The report should then be considered by the Committee, account taken of any trends in incidents, and any action required agreed and taken. Such action might include issuing guidance, provision of training for club members and ride leaders.

Riders are encouraged to raise any issues or concerns with the Ride Leader and just as importantly to talk about things that have gone well.

British Triathlon insurance held by Torfaen Dolphins Triathlon Club provides third party (public) liability insurance for ride leaders, who act as officers of the club when leading the approved club rides. Note that this is purely third-party cover for ride leaders; it DOES NOT provide personal injury or bicycle theft/damage cover for ride leaders, nor third party (public) liability insurance for member riders.

As individual riders are not covered by the club's insurance, it is recommended that members obtain individual third party (public) liability insurance either independently or through British Triathlon Membership, and, members may wish to take out personal injury insurance, if not included in their policies.