

Risk Assessment: Coach-led cycling in an open road setting	Location: All open road routes used for an Alnwick Triathlon Club session
Completed by: Andrew Wilde Date Completed: Oct 2020 Reviewed by: Alnwick Tri Committee	

Venue:	Open road setting (England)	Venue Contact Name & Contact Details:	n/a
Address: (Include postcode)	Meeting place to be communicated prior to session. Meeting place to have adequate parking and a safe area to prepare bikes.		
Group:	Members of Alnwick Triathlon Club only	Location of first-aider:	Session will be led by a L2 or L3 coach who will also provide first aid cover, or appoint an alternative first-aider with appropriate qualification.
Date:	Communicated prior to session	Location of Defibrillator	n/a
Time:	Communicated prior to session	Location of telephone:	Coach to take mobile phone with adequate charge and any areas of no signal to be identified prior to the ride
Participants:	Number:	Location of toilets:	n/a
	Age:		
	Ability:	Location of first-aid kit:	Essential first aid equipment to be carried by coach / session lead

Lead coach name:	Level 2 and 3 coaches only	Stocked and maintained:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Venue documents read and understood (please ✓ appropriate box):	Normal operating procedures: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Additional notes: Not venue specific – open road setting		
	Health and safety policy: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
	Emergency action plan (EAP): <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			

Risk Assessment Form – Part 1: COVID-19 Additional Considerations

Participants and coaches to review latest British Triathlon guidance prior to a session: <https://www.britishtriathlon.org/return-to-play>. Also, restrictions that are applicable to the local area should be reviewed to confirm that cycling in groups, subject to the measures outlined below, is permitted.

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
Social distancing	All	Likelihood: High Impact: High	X No <input type="checkbox"/> Yes If yes, who:	Ensure participants from different households maintain one meter plus separation at all times, ideally 2 m. Particular attention should be paid by the coach when participants gather prior to and following a session. Socialising in these situations should not be encouraged. Participants must adhere to the 'Rule of Six' before and after the session. Participant numbers during the session itself are limited by the numbers of coaches present.	Coach	Likelihood: Low Impact: Medium	06/10/20

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				Total participant numbers should not exceed 30.			
COVID transmission from providing first-aid in the event of an accident	All	Likelihood: Medium Impact: High	<input type="checkbox"/> No <input checked="" type="checkbox"/> Yes If yes, who: Advice taken from hse.gov.uk	<p>Try to assist at a safe distance from the casualty as much as you can and minimise the time you share a breathing zone.</p> <p>If contact is required to provide first aid then the patient and first aider should wear masks and if possible use disposable gloves.</p> <p>After treatment dispose of masks and gloves.</p> <p>If required, only deliver CPR by chest compressions – don't do rescue breaths.</p>	Coach or other qualified first-aider	Likelihood: Medium Impact: Medium	06/10/20
Equipment	All	Likelihood: Medium Impact: High	<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes If yes, who:	<p>Observe a 'No Touch' policy. No participant should touch another participant or their equipment (including bikes, clothing, drink bottles and bike tools). If this cannot be avoided, any item should be cleaned / disinfected before exchanging.</p> <p>Antiseptic wipes to be carried by any vehicle collecting equipment in the event of equipment failure or accident –</p>	Coach	Likelihood: Low Impact: Low	06/10/20

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				equipment to be wiped down before being handled.			
Social distancing with members of the public		Likelihood: Low Impact: High	X No <input type="checkbox"/> Yes If yes, who:	Sessions should help on quiet roads or off road tracks. Social distancing rules should be maintained with members of the public as well as other participants in the session.	Coach	Likelihood: Low Impact: Low	06/10/20
Method of travel for coach and participants to the session.		Likelihood: Medium Impact: High	X No <input type="checkbox"/> Yes If yes, who:	Follow government guidance on car sharing and use of public transport. Avoid sharing with any members outside of your household where possible. Aim to walk or cycle in preference to using public transport if it is safe to do so.	Participants and coach	Likelihood: Low Impact: Low	14/10/20

Risk Assessment Form Part 2 - General

Location & Description of Hazard:	People at Risk:	Level of Risk (High/Medium /Low):	Action(s) to Mitigate/ Remove Risk:	Person responsible for resolution:	Residual Risk: After resolution	Dates Reviewed
Equipment failure / breakdown. Stranded athlete.	Athletes and coach	L	It is suggested that each rider to carry minimum tool kit comprising; <ul style="list-style-type: none"> • Method of tyre inflation • At least one spare inner tube (recommended two) • Two/three tyre levers • Multi-tool including Allen keys • Chain splitter • Mobile phone / money 	Athletes	L	12/10/20
Poorly maintained equipment leading to accident	Athletes, coach and public	M	<ul style="list-style-type: none"> • Bikes must be legal and roadworthy • Riders to inspect their bike prior to each ride paying particular attention to brakes, frame, steering, pedals / cleats, wheels and tyres. • Riders to ensure your bike is regularly serviced / maintained by a competent mechanic. • Tri-bars must not be used in groups on club rides 	Athletes	L	12/10/20
Inappropriate clothing leading to accident	Athletes and coach	M	<ul style="list-style-type: none"> • Riders to assess weather conditions and dress / prepare appropriately • Recommend high visibility clothing / jackets • Riders to wear approved safety helmets – no helmet, no ride! • Recommend the wearing of suitable eye protection • Mudguards are recommended during the winter months • Carry mobile phone and ICE details • Recommend wearing an ID bracelet with particular medical details if relevant 	Athletes	L	12/10/20

Location & Description of Hazard:	People at Risk:	Level of Risk (High/Medium/Low):	Action(s) to Mitigate/ Remove Risk:	Person responsible for resolution:	Residual Risk: After resolution	Dates Reviewed
Insufficient Food / Drink	Athletes and coach	L	<ul style="list-style-type: none"> • Riders have responsibility for ensuring that they carry sufficient food / drink / energy gels for duration of ride • Carry money to purchase food / drink 		L	12/10/20
Physical condition of rider not suitable for the ride	Athletes and coach	M	<ul style="list-style-type: none"> • Riders to ensure they are aware of the distance / pace of the ride to be undertaken and are of a sufficient level of fitness to complete the ride • Do not start any ride if you are feeling unwell or do not think you are able to complete it • If during a ride you become unwell, inform the coach or group leader immediately. 	Athletes	L	12/10/20
Group Size / Rider Experience: accident, traffic problems	Athletes and coach	L	<ul style="list-style-type: none"> • Large groups of cyclists pose a hazard due to difficulty in overtaking by other road users, so it is important to split into smaller groups ideally less than 5 – leaving a suitable gap between each group • Any riders new to a club ride should identify themselves to the coach and consideration should be given to allocating a buddy. • Be familiar with the Highway Code 	Athletes	L	12/10/20
Insufficient Communication leading to accident or lost riders	Athletes and coach	M	<p>Coach to undertake a pre ride risk assessment and a briefing for all riders to cover:</p> <ul style="list-style-type: none"> • An overview of the route, any café stops, likely duration and distance • Any known route hazards, diversions or other considerations • Any issue relevant to the weather (in particular wind, frost and ice). 	Coach	L	12/10/20

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			<ul style="list-style-type: none"> • A reminder of the standard hand signals and calls used within the group • Check of presence of new members • Reminder to stay in small groups 			
Collision / Accident with other cyclist	Athletes and coach	M	<ul style="list-style-type: none"> • Ensure cycle is properly maintained (see above) • All riders to be conversant with group ride calls, hand signals and warnings and ensure that these calls are passed along the line • Ride smoothly and consistently, be aware of those around you and do not brake without warning • Concentrate at all times and anticipate changing road conditions • When negotiating unforeseen road conditions (such as potholes) riders should be aware that their actions impact on others • Ride slightly behind and to one side of the wheel in front and with sufficient safe gap if not confident/competent to ride immediately behind the wheel in front. • Do not let your front wheel overlap that of the rear wheel of the bike in front 	Athletes	L	12/10/20
Collision / Accident with motor vehicle or other road users	Athlete, coach and other road users	H	<ul style="list-style-type: none"> • Riders will conform to the Road Traffic Act and follow the advice of the Highway Code at ALL times. • Riders will obey all traffic signals and signs. • At times of poor visibility, wear bright clothing and if necessary use cycle lights. • All riders to continually assess traffic conditions, driver attitudes and carry out 	Athletes	L	12/10/20

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			<p>dynamic risk assessments. e.g. get off and walk / use a pedestrian crossing if you have to cross a major road.</p> <ul style="list-style-type: none"> • Should the need to stop arise e.g. through puncture, breakdown etc then a place must be found sufficiently off the road to allow safe passage of traffic. • Consider using person(s) at strategic points to warn oncoming traffic of any obstruction. • Riders to warn of approaching vehicles using known calls. • If group ride is aimed at inexperienced riders and / or contains juniors (aged 14+) then the route should be selected to avoid busy roads and an offroad route should be considered. 			
<p>Medical incident</p> <p>Dehydration, Heat stroke, Hyperthermia, Fibrillation</p>	<p>Athletes and coach</p>	<p>M</p>	<ul style="list-style-type: none"> • Each rider need to self assess if they are fit enough to join a club ride and inform the coach of any limitations • Riders need to carry their own medication and inform others if their assistance may be required i.e. EpiPen or Insulin • Each rider to ensure they have enough water. 	<p>Athletes</p>	<p>L</p>	<p>12/10/20</p>
<p>Accident: Falling off</p>	<p>Athletes and coach</p>	<p>M</p>	<ul style="list-style-type: none"> • Pay close attention to the road surface at all times and dynamically risk assess any changes identified. e.g consider dismounting to cross a ford. • Beware during windy conditions • Be aware of the calls / warnings in relation to changes in surface such as potholes and use / pay attention to these warnings. • Only ride at a speed at which you are 	<p>Athletes</p>	<p>L</p>	<p>12/10/20</p>

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			<p>competent / confident particularly on descents.</p> <ul style="list-style-type: none"> • Ice on the roads should be brought to the attention of the Coach immediately 			
Stopping	Athletes and coach	M	<ul style="list-style-type: none"> • Always choose a safe place to stop as a group, and in particular avoid road junctions, bends and other physical road hazards. • Warn riders before stopping and keep the carriageway clear. • In the event of punctures, breakdowns etc clear the carriageway if possible, or group leader to instruct the group to continue to a safe waiting place. 	Athletes and coach	L	12/10/20
Passing horses and animals	Athlete, coach and public	L	<ul style="list-style-type: none"> • On approach to a ridden horse, the lead rider should warn the horse and horse rider by verbal communication. • Give the horse plenty of room and pass by slowly. • Heed any advice given by horse rider. 	Athletes and coach	L	12/10/20

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

n/a