

Risk Assessment Form for Ride Leaders

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: Mitre Sunday led club ride ('Come and Try It' and 'Steady Social')		
	Date of activity: First and Third Sunday of each month		
	Leading Environment: On road and cycle paths	Start time: 09:30am	Estimated finish time: 13:00pm
	Estimated no: 16 (two groups, each with allocated ride leader, Come and Try It at 12 to 14mph and Steady Social at 14 to 16mph)		
Leader 1	Name: Rota of ride leaders	Telephone: Rota of ride leaders	
Leader 2	Name: Rota of ride leaders	Telephone: Rota of ride leaders	
<input checked="" type="checkbox"/> Tick here to confirm that the leaders are appropriately briefed			
Signature: <i>Alison Lewis</i>		Date: 30th September 2021	

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 briefed to cope with identified hazards.	Briefing at St. Ann's Well Garden café before departure (see appendix). Ride leaders pause & brief as appropriate en-route.
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.	Briefing at St. Ann's Well Garden café before departure (see appendix). Ride leaders pause & brief as appropriate en route.
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). Second ride leader and experienced Mitre members deployed appropriately throughout the group.	Briefing at St. Ann's Well Garden café before departure (see appendix). Ride leaders pause & brief as appropriate en route.
Road Junctions, (Traffic Lights, Cross Roads, Roundabouts, 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 second ride leader and experienced Mitre members appropriately throughout the group.	Briefing at St. Ann's Well Garden café before departure (see appendix). Ride leaders brief as appropriate en route.

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. Ride leader to instruct group to single down where appropriate.	Briefing at St. Ann's Well Garden café before departure (see appendix). Ride leaders pause & brief as appropriate en route.
Canal Tow Paths	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.	Not appropriate - No canals on the Sunday Mitre Ride routes
Mechanical breakdown	Riders, leaders	Bikes maintained adequately for intended ride. Leader to carry spares and tools.	Ride leaders get group to carry out quick bike check ('M Check') as part of the briefing at café.
Medical emergency	Riders, leaders	Riders complete signing in form with emergency contact details. Emergency procedures in place. Ride leaders made aware of emergency procedures.	Ensure ride leaders take sign in sheet or photo of it out with them on the ride.
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. Ride cancelled if weather considered unsafe (ice, high winds)	If weather on the Sunday looking dodgy, include a note in the Friday evening post on facebook about the ride.
Navigational error	Riders, leaders	Routes provided on Brighton Mitre CC website and used in rotation. Appropriate ride leader training in use of map, compass and / or cycle computer. These items to be carried, if possible.	Links to routes, and schedule, here (scroll down past Saturday schedule): Member's Group Ride Schedule - Brighton Mitre Cycling Club
Group separation/ missing group member(s)	Riders	Clear instructions to riders. Supervision of both head and tail of group (either two ride leaders, or solo ride leader regularly changes position in group and nominates a more experienced rider as unofficial co-leader). Ride leaders to remain in contact regularly when there are two ride leaders for a group.	Include in rider briefing at St. Ann's Well Garden Café.

Brighton Mitre CC Sunday CaTI & Steady Social Rides Pre-Ride Briefing

Section	Key points
<i>Welcome & introductions</i>	<ul style="list-style-type: none"> ➤ Welcome and thank everyone for coming ➤ Introduce self and other ride leaders ➤ Ask group to indicate (show of hands) who is on the Come and Try It, and who is on the Steady Social ➤ (When the group splits later just before setting off, ask group to introduce selves, explaining that we'll be riding together and chatting a lot, to good to know each others' names)
<i>Membership of Mitre</i>	<ul style="list-style-type: none"> ➤ Ask who is a member of the Mitre (several members come on the CaTIs & Steady Socials as the pace suits them) ➤ Explain that there is an expectation that riders join the Mitre club after 2 Sunday rides
<i>Today's routes</i>	<ul style="list-style-type: none"> ➤ Ask if everyone had a chance to see the route for today ➤ Give brief highlights so that riders feel confident that ride leaders know where we're all going ➤ Explain that both rides start out on the same route – any riders on the Steady Social who find the pace too quick can wait for the Come and Try It to pick them before the routes split.
<i>Group Riding</i>	<ul style="list-style-type: none"> ➤ Ask who has been on a club ride before, or more structured group ride ➤ Explain that part of the purpose of the Sunday rides is to help novices learn the etiquette and skills of group whilst riding at a pace that makes the skills practice and confidence building more possible ➤ (Even if everyone says they've done group riding before, or everyone's a Mitre member, still give the briefing for this, as it's safer to remind folks than assume they know it and will use it) ➤ Take group through the etiquette and safety: <ul style="list-style-type: none"> ○ Two ride leaders – one at the front managing pace (please don't overtake unless explicitly given permission to), one at the back to make sure no-one gets left behind or in trouble ○ We will ride in two abreast formation when safe. If nervous riding close, stick elbow out so that elbows touch before handlebars, or ask for more space ○ We will draft when safe. Keep about half a bike length between your front wheel and the back wheel of the rider in front. Don't overlap wheels if possible. Keep your pace steady and avoid sudden braking or unpredictable pace or lines. Look up and past the rider in front (don't fix eyes on their back wheel) ○ Pass signals and shouts along the line. Give verbal and physical examples (e.g. 'hole', 'slow', pointing behind back, 'clear', 'stopping', 'car up', 'car back') ○ Keep hand on hoods or drops, covering your brakes. Hands on bars only up hills ○ Keep drinking and eating. (Check who can drink on the move – if some can't, you'll have to stop at junctions for group to keep hydrated)
<i>Set off</i>	<ul style="list-style-type: none"> ➤ Steady Social set off a couple of minutes ahead of the CaTI (so that any rider struggling with SS pace can wait for CaTI before the route splits)

Brighton Mitre CC Sunday Ride Leader Guidelines

Purpose of Sunday led rides

- Opportunity for **non-members to try out** club riding / riding with the Mitre before joining
- Shorter **distance** than Saturday for those building up their endurance or short on time
- Specified average **pace and ride leader** to help with those building speed, or confidence / competence riding in tight groups

Role of the Ride Leader

- Help new people feel **welcomed**
- Give guidance and support on **club riding etiquette and skills**
- **Navigate** on the route
- **Manage pace** so that no-one is left behind (ride at the pace of the slowest, whoever that is)
- Explain **how the Mitre 'works'** (regular plus ad hoc group rides / facebook groups / website / emails / Committee / races & events / socials / all volunteers)
- Be a **positive role model** (riding in a group / supportive group member / interaction with other road users)
- Support if someone has a **mechanical**
- Manage situation if there is an **incident**

Come and Try It (CaTI) and Steady Social (SS) rides

- Every **first and third Sundays** of the month
- Meet at **Garden Café** (St Ann's Well Gardens, Hove) from 09:00, ready to **roll away at 09:30**
- Four set **routes** used in rotation (available via Mitre website)
- **CaTI** routes = 40 to 50 km / 25 to 32 miles
- **SS** routes = 53 to 57 km / 33 to 36 miles
- **CaTI pace** (average) = 19 - 22kph / 12 - 14mph
- **SS pace** (average) = 22 - 25kph / 14 - 16mph

What usually happens

- Whichever Ride Leader gets to the café first, gets the **red folder** from behind the café counter
- Put that day's **sign in sheets and maps** out, plus a pen for each
- Also put out the **laminated 'Group Riding Guidelines'** for new people to look at
- All Ride Leaders **encourage people to sign up** on the appropriate list (explaining the difference between them if needed) as they arrive
- As the sign in sheets get filled, Ride Leaders **discuss whether to lead as a pair or split the group** and each lead solo
- All ride leaders take a **photo on their mobile phone of their sign in sheet**, so they have emergency contact details for the riders in their group
- At 09:30, one Ride Leader gets everyone's attention and **briefs them** about group riding protocols, etiquette, and skills
- **SS group(s) leave first** – so that anyone who decides it's too fast for them can wait at an early point for the CaTI group to scoop them up