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 attendees, 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.

<table>
<tr><th colspan="4">Activity</th></tr>
<tr><td rowspan="4">Activity</td><td colspan="3">Type of activity: Mitre Sunday led club rides ('Sunday Social' and 'Sunday Steady')</td></tr>
<tr><td colspan="3">Date of activity:
First and third Sunday of each month</td></tr>
<tr><td>Leading Environment:
On road and cycle paths</td><td>Start time:
09:30am</td><td>Estimated finish time:
13:00pm</td></tr>
<tr><td colspan="3">Estimated no:
16 (two groups, each with allocated ride leader, Sunday Social at 12 to 14mph and Sunday Steady at 14 to 16mph)</td></tr>
<tr><td>Leader 1</td><td colspan="2">Name:
Rota of ride leaders</td><td>Telephone:
Rota of ride leaders</td></tr>
<tr><td>Leader 2</td><td colspan="2">Name:
Rota of ride leaders</td><td>Telephone:
Rota of ride leaders</td></tr>
<tr><td colspan="4">✓ Tick here to confirm that the leaders are appropriately briefed</td></tr>
<tr><td colspan="2">Signature:
Suzanne Romney</td><td colspan="2">Date:
4th September 2026</td></tr>
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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, leaders	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, 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 pause & brief as appropriate en route.
Road Junctions, (Traffic Lights, Cross Roads, Roundabouts, Multi Lane Junctions)	Riders, leaders, members of the public	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. Each set route has laminated map with hazards marked, to be shared before and during pre-ride briefing.	Briefing at St. Ann's Well Garden café before departure (see appendix). Ride leaders to mention specific tricky junctions as highlighted on specific route maps for inclusion in briefing. Ride leaders brief as appropriate en route.

Narrow Lanes / Roads	Riders, leaders, members of the public	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. Ride leader to instruct group to single down where appropriate, e.g. on winding narrow lanes.	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 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.	N/A: No canals on the current Sunday Mitre Ride routes
Mechanical breakdown	Riders, leaders	Bikes maintained adequately for intended ride. All riders, whether members or non-members, advised to adhere to advice on what to bring on a ride – see BMCC website here: New rider? New to BMCC? - Brighton Mitre Cycling Club	Ride leaders get group to carry out quick bike check ('M Check') as part of the briefing at café.
Medical emergency	Riders, leaders	All 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, very heavy rain)	If weather forecast for the Sunday looking bad, include a note in the Thursday post on Facebook/Instagram/WhatsApp about possible cancellation of the led rides.
Navigational error	Riders, leaders	Routes provided on Brighton Mitre CC website and used in rotation. Appropriate ride leader check on use of online maps and / or cycle computer. Mobile phone to be carried by all ride leaders, 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 information about calling 'gap' (to notify ride leaders if gaps occur in the group) in rider briefing at St. Ann's Well Garden Café.

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

Section	Key points
Welcome & introductions	➢ **Welcome** and **thank** everyone for coming ➢ **Introduce** self and other ride leaders ➢ Ask group to indicate (show of hands) **who is on the Sunday Social**, and who is on the **Sunday Steady** ➢ (When the group splits later just before setting off, ask group to **introduce** selves, explaining that we'll be riding together and chatting when safe to do so, so it's good to know each others' names)
Membership of Mitre	➢ Ask who is a **member** of the Mitre (several members come on the Sunday led rides as the pace suits them) ➢ Explain that there is an **expectation that riders join Brighton Mitre** CC after 2 Sunday rides
Today's routes	➢ Ask if everyone had a chance to see the **route** for today – route map laminates available in Sunday Rides folder at the café. ➢ Give brief **highlights** so that riders feel confident that ride leaders know where we're all going, e.g. out over the Dyke. ➢ Explain that **both rides start out on the same route** – any riders on the Steady who find the pace too quick can wait for the Social group/s to pick them before the routes split (usually at the top of the Dyke or Lewes Rd/A27 cycle path).
Group Riding	➢ **Ask** who has been on a club ride or ridden in a structured group before ➢ **Explain** that part of the purpose of the Sunday rides is to help novices **learn the etiquette and skills** of group riding whilst riding at a pace that makes the skills practice and confidence building more achievable ➢ (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 advice: o **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. If more than 8 riders per group, ride leaders to ask more experienced members to self-lead a group o 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 o 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 or cross 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) o Pass **signals and shouts** all the way along the line, **especially if slowing**. Give verbal and physical/hand signal examples (e.g. '**gap**', 'hole left', 'slowing', pointing behind back, 'clear', 'stopping', 'car up', 'car back', 'horse - slowing') o If **overtaking** another rider, e.g. when climbing, only do so on their right-hand side, calling **'on your right'** before you pass o Keep hand on hoods or drops, **covering your brakes**. Hands on bars only up hills o 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)
Set off	➢ **Sunday Steady set off** a couple of minutes ahead of the **Sunday Social** (so that any rider struggling with Steady pace can wait for Social group 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 and less confident riders feel **welcomed**
- Give guidance and support on **club riding etiquette and skills**
- **Navigate** on the route
- **Manage pace** so that **gaps** do not occur in the group and no-one is left behind (ride at the pace of the slowest rider) – Sunday led rides are **non-drop.** Explain that the group will likely spread out on **long climbs and long descents**, and **regroup** at the top/bottom.
- Explain **how the Mitre 'works'** (regular plus ad hoc group rides / Spond / Facebook & WhatsApp 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**

Sunday Social and Sunday Steady rides

- Every **first and third Sunday** of the month
- Meet at **Garden Café** (St Ann's Well Gardens, Hove) from 09:00, ready to **roll away at 09:30. No need for non-members or members to pre-book.**
- Four set **routes** used in rotation (available via Mitre website)
- **Sunday Social** routes = 40 to 50 km / 25 to 32 miles
- **Sunday Steady** routes = 53 to 57 km / 33 to 36 miles
- **Sunday Social** (average) = 19 - 22kph / 12 – 14mph
- **Sunday Steady** (average) = 22 – 25kph / 14 – 16mph

What usually happens

- Whichever Ride Leader gets to the café first, gets the **pink folder** from behind the café counter
- Put that day's **sign-in sheets and maps** out, plus pens
- Also put out the **laminated 'Group Riding Guidelines'** for new people to look at
- All Ride Leaders **ask 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** if more than 8 riders so 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 9:30am, one Ride Leader gets everyone's attention and **briefs them** about group riding protocols, etiquette and skills
- **Sunday Steady group(s) leave first** – so that anyone who decides it's too fast for them can wait at an early point for the Social group to scoop them up.