

TRURO CYCLING CLUB (TCC) – SAFETY POLICY

Thanks for taking the time to read this, many of the things here are common sense and we already do them when riding our bikes but there may be some things you haven't thought about.

Every time we ride we are exposed to some hazards and risks and it's not always possible to eliminate all of them. The Safety Guidance and the generic Risk Assessment for a typical club ride aim to manage and reduce the risks to protect TCC, its members and guests as far as reasonably practical. Make sure you're familiar with these and comply with them. Please raise any concerns you have with TCC who welcome suggestions that help develop and improve this Safety Policy.

TCC will review this Safety Policy and Risk Assessment annually or after an incident or change in relevant legislation.

SAFETY GUIDANCE

PRE-RIDE

1. Choose a ride and route that will suit both your level of fitness and your bike.
2. Make sure your bike is in safe working order before every ride. If you're cycling on public roads it must be legal. If you're unsure check this out at [What's legal - and what's not - on your bike? | Cycling UK](#)
3. Carry tools and equipment in case of a breakdown. Aim to be self-sufficient and able to mend punctures and do repairs to your bike that will get you home or to a place of safety.
4. Check the weather conditions before setting out. (The MET Office provides local 24 hour forecasts). Take extra clothing with you for changing weather conditions.
5. Carry a mobile phone and money/cash card so you can call for help if needed.
6. Carry details of your emergency contact that others can use if you're involved in an incident.
7. Take food and drink with you and any medication you need.
8. Wear a cycle helmet.

RIDING

9. Obey the Highway Code

<https://www.gov.uk/rules-for-cyclists-59-to-82/overview-59-to-71>

<https://www.gov.uk/road-users-requiring-extra-care-204-to-225/motorcyclists-and-cyclists-211-to-213>

10. When taking part in events organised by others obey any additional safety rules.
11. Ride at a speed according to the road and weather conditions.
12. Stay in control - ride with your hands gripping the bars.
13. Avoid arguments with other road users - always act reasonably.
14. Acknowledge other road users considerate behaviour towards you.
15. If you encounter any hazardous road conditions whilst out riding let others know via the 'TCC Whatsapp Ride Info' group.

GROUP RIDING

Group riding is a traditional activity of a cycling club; it's more social to ride with like-minded people and can make it easier. Whilst you're responsible for your own safety, riding in a group can be safer by following some basic guidelines.

16. Familiarise yourself with the route even if you're not leading the ride and give the Ride Leader any information about hazards you know of.
17. Take note of instructions from the Ride Leader and pass them on so the whole group is aware.
18. Ride directly behind the person in front and when conditions allow, directly alongside another rider without overlapping wheels so they can see you're there.
19. Don't ride more than two abreast; it could put you into on-coming traffic.
20. When in the group don't make sudden changes in direction off your line.
21. Watch for hand signals from the front and give them yourself to those behind.
22. Avoid using your brakes sharply unless it's really necessary. If you have to brake hard, warn others by calling out "stopping" or if braking less hard "slowing".
23. If you are at the front or back warn the group of approaching vehicles on narrow roads by calling out "car up" for vehicles ahead and "car back" for vehicles behind.
24. If you are at the back of the group don't wave vehicles on to overtake, leave it up to the driver of the vehicle.

25. Listen to instructions to “line out” and move into a gap in the left hand line of riders. Riders should adjust their speed to create space to do this.
26. Point out hazards to other riders i.e. pedestrians, horses, potholes etc
27. Allow more space between riders in the group if descending or if road/weather conditions are poor.
28. If you are at the back of a group and there is another rider “off the back” let the Ride Leader know.
29. Avoid regrouping at junctions where this creates a hazard for other road users.
30. If you have a mechanical problem let others know. Pull off the road to a safe place to do the repair. Other riders in the group should wait and offer assistance.
31. Don’t pull out at junctions having heard the call "Clear" from another rider; check yourself whether there’s a vehicle coming.
32. If you’re feeling unwell during the ride let the Ride Leader know as soon as possible.
33. If you intend to leave the group during the ride let the Ride Leader know at the start of the ride

POST-RIDE

34. At the end of the ride please provide constructive suggestions to the Ride Leader or to TCC that could make the route safer for future rides.

The key points in this safety guidance have been formalised into a risk assessment for a regular club activity where members/guests ride in groups over a pre-planned route. The rides are divided into categories based on distance and average speed, typically each category of ride has between 2 and 10 riders.

The format of the risk assessment is based on the template provided by British Cycling for use by cycling clubs. It assesses the hazards likely to be encountered and the recommended action to reduce the risk of harm.

‘Look Out for One and All - Enjoy the Ride’

TRURO CYCLING CLUB GENERIC RISK ASSESSMENT FOR CLUB RIDES

Completed by: *Martin Higman* Date Completed: *xx/yy/2021* Review Date: *xx/yy/2022* Reference: *TCC_GRA_clubrides.ver01* Location: *TCC website*

TCC Club Rides: are organised via [TCC rides signup](#) where a Ride Leader plans a route showing the distance and pace of the rides divided into categories:-

Categories of Club Rides	Approx Distance (miles)	Approx ave speed (mph)
Leisure	20 to 35	8 to 10
Intermediate	30 to 45	11 to 13
Club	45 to 60	14 to 16

Duties of Care

TCC Committee: Develop, implement and review the clubs Safety Policy/Risk Assessment.

Ride Leader: Take reasonable measures to make the ride as safe as possible.

Riders: Are responsible for their own safety, safety of other riders and members of the public. Always ride responsibly to avoid foreseeable risk of injury to yourself and others.

(HAZARD = something with the potential to cause harm: RISK = the chance of coming into contact with a hazard expressed in levels of Low/Medium/High)

TCC Generic Risk Assessment for Club Rides								
ID	Hazard	Person(s) at Risk	Initial Level of Risk (L/M/H)	Control Measures	Residual Level of Risk (L/M/H)	Further Action Needed/Recommended		
						Y/N	What Action	By
1	Unsuitable Equipment	Rider/general public	L	a) Bike must be legal and roadworthy. b) Carry out regular maintenance and pre-ride checks of frame, brakes, steering, wheels and tyres. c) Fully charge an E-bike battery before setting off and check it has the capacity for the distance of the ride	L	N		
2	Lack of Preparation: Ill health	Rider	M	a) Be aware of the distance/pace of the ride b) Don't start a ride if feeling unwell. If you feel unwell during a ride, inform the Ride Leader immediately. c) Have an 'In Case of Emergency' contact number either in a mobile phone or on your person d) Take any specific medication needed with you and enough food/drink/energy gels for duration of ride e) Carry money/cash card to purchase food/drink etc	L	Y	Route details will be available in advance via: 'TCC Rides Sign Up'. Ride Leader to tell Riders of location of café stop(s) before setting off	TCC/Ride Leader

ID	Hazard	Person at Risk	Initial Level of Risk (L/M/H)	Control Measures	Residual Level of Risk (L/M/H)	Further Action Needed/Recommended		
						Y/N	What Action	By
3	Group size: Traffic	Rider/general public	L	<ul style="list-style-type: none"> a) Rides to be divided into the categories outlined above b) Ride Leader to consider sub-dividing large groups and allocating second Leader c) Follow the Highway Code. d) Follow any instruction given by Ride Leader 	L	N		
4	Rider visibility/comfort	Rider	M	<ul style="list-style-type: none"> a) Assess weather conditions before setting off b) Wear/take appropriate warm, weatherproof clothing c) Use front and rear lights in poor light conditions d) Use mudguards during the winter months and when road conditions are poor 	L	Y	Check Met office weather forecast	Ride Leader/Rider
5	Equipment breakdown: Becoming stranded	Rider/general public	M	<ul style="list-style-type: none"> a) If you have a mechanical problem let others know b) Pull off the road to a safe place to do the repair. c) Carry means of inflating tyre/inner tube, at least one spare inner tube/patch (2 recommended). Tyre levers and Multi-Tool. d) Aim to be self-sufficient and able to mend punctures and do repairs that will get you home or to a place of safety e) Other riders in the group should wait and offer assistance. 	L	N		
6	Cycle Trails	Rider	L	<ul style="list-style-type: none"> a) Reduce speed on trails. b) Be aware of debris, litter and broken surfaces. c) Warn other trail users of your presence - dog walkers may need extra time to control their dogs 	L	N		
7	Horses	Rider	M	<ul style="list-style-type: none"> a) Slow down - warn the horse rider verbally you're approaching b) Pass by slowly c) Take heed of any advice given by the horse rider. 	L	N		
8	Incident: Becoming lost	Rider	L	<ul style="list-style-type: none"> a) Be familiar with the route b) Carry a mobile phone and money/cash card c) Carry the contact details for the Ride Leader d) Have an 'In Case of Emergency' contact number either in a mobile phone or on your person 	L	Y	Route details will be available in advance via: 'TCC Rides Sign Up'.	TCC/Ride Leader

ID	Hazard	Person at Risk	Initial Level of Risk (L/M/H)	Control Measures	Residual Level of Risk (L/M/H)	Further Action Needed/Recommended		
						Y/N	What Action	By
9	Incident: Collision/Falling off	Rider/general public	H	<ul style="list-style-type: none"> a) Follow the Highway Code b) Take note of instructions from the Ride Leader and pass them on so the whole group is aware. c) Ride directly behind the person in front and when conditions allow, directly alongside another rider without overlapping wheels so they can see you're there. d) Don't ride more than two abreast, it could put you into on-coming traffic e) When in the group don't make sudden changes in direction off your line. f) Watch for hand signals from the front and give them yourself to those behind. g) Avoid using your brakes sharply unless really necessary. If you have to brake hard, warn others by calling out "stopping" or if braking less hard "slowing". h) Warn group of approaching vehicles on narrow roads by calling out "car up" for vehicles ahead and "car back" for vehicles behind i) If you are at the back of the group don't wave vehicles on to overtake, leave it up to the driver of the vehicle. j) Listen to instructions to "line out" and move into a gap in the left hand line of riders. Riders should adjust their speed to create road space to do this. k) Point out hazards to other riders i.e. pedestrians, horses, potholes etc l) Allow more space between riders in the group if descending or if road/weather conditions are poor. m) If you are at the back of a group and there is another rider "off the back" let the Ride Leader know. n) Avoid regrouping at junctions where this creates a hazard for other road users. o) Don't pull out at junctions having heard the "Clear" call from another rider; check yourself whether there is a vehicle coming. p) Continually assess traffic conditions and driver attitudes 	M	Y	<p>Report details to the police if necessary</p> <p>Report details to TCC as soon as possible</p>	Ride Leader/Rider(s)
10	Incident: Injury	Rider/general public	M	<ul style="list-style-type: none"> a) Move to a safe position off the road. b) If required, take measures to control traffic c) Administer first aid and/or call 999 for assistance. d) If the injured rider can't continue, at least one other rider must stay with that rider until help arrives. 	L	Y	<p>Report details to the police if necessary</p> <p>Report details to TCC as soon as possible</p>	Ride Leader/Rider

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						Y/N	What Action	By
11	Incident: Claims from 3 rd parties	Rider	L	a) TCC recommends all members have appropriate insurance for 3rd party claims e.g. British Cycling / Cycling UK Indemnity cover	L	N		
12	Theft of Bike	Rider	L	a) Keep bike in view during stops. b) When out of view lock bike securely, to an immovable object if possible. c) TCC recommends all members have bike insurance which covers theft	L	Y	Report theft to the police. TCC to record details and location for future reference.	Rider/TCC
13	Rides outside the UK	Rider	L	a) Routes to be planned in advance b) Consider approaching local cycling clubs for guidance on safe cycling routes c) Riders to make themselves aware of local road regulations d) Test ride hire bikes to become familiar with them	L	N		
14	Guest Rider	Rider	L	a) Select a category of ride that's appropriate for ability/equipment b) Complete TCC's Guest Rider Form with emergency contact and give this to the Ride Leader c) Guests must introduce themselves to the Ride Leader d) Before setting off Ride Leader to confirm distance and pace of ride with the Guest rider	L	N		
15	Inexperienced Rider	Rider	M	a) Select a category of ride that's appropriate for ability/equipment b) Ride Leader to consider allocating a 'ride buddy' for inexperienced riders	L	N		
16	Young Rider	Rider	M	a) Parents/Carers of persons under the age of 18 must have completed the TCC parent/carer consent form. b) Young Persons under the age of 17 must be accompanied and supervised by an adult rider at all times during the ride.	L	Y	See separate TCC Young Persons policy	Parents/Carers of Young riders