

Risk Assessment for Club Activities

This template is provided as a sample document to assist clubs in creating their own, detailed risk assessment documents.

When completing this form you **must** complete sections 1a, 1d, 1e and 2a, and **either** section 1b or 1c prior to your first session. You **must** complete section 2b (by dating and initialling the relevant box) prior to every session. The entire Risk Assessment Form should be reviewed at appropriate regular intervals (eg six monthly).

1a Club Official and Riders							
Name of group/ activity:	Thanet Road Club (TRC) social riding and club run on public roads in Kent at various times and various days as indicated on TRC website						
Date/time of activity:	Various times and various days as indicated on TRC						
Riders	<table border="1"> <tr> <td>Estimated no:</td> <td>1 to 50</td> <td>Ability:</td> <td>Various abilities</td> <td>Age:</td> <td>Over 18</td> </tr> </table>	Estimated no:	1 to 50	Ability:	Various abilities	Age:	Over 18
Estimated no:	1 to 50	Ability:	Various abilities	Age:	Over 18		
Club Official Managing activity:	<table border="1"> <tr> <td>Thanet Road Club Committee</td> <td>Telephone:</td> <td>N/A</td> </tr> </table>	Thanet Road Club Committee	Telephone:	N/A			
Thanet Road Club Committee	Telephone:	N/A					
1b Route							
<p>Only complete this section if you are risk assessing the general environment or any other route or circuit that is not based at a venue. For all other venues/environments, complete section 1c. Strike through these boxes if you are not completing this section.</p>							
Description/location: (Use place names where possible, and include any technical sections such as junctions or roundabouts)	<p>Thanet Road Club (TRC) social riding and club run on public roads in Kent at various times and various days as indicated on club website. http://www.thanetrc.org/social-riding.shtml</p> <p>Meeting points are various locations as detailed on the club website http://www.thanetrc.org/social-riding.shtml</p>						
Approximate route/circuit length:	Various routes and lengths as detailed on the club website. http://www.thanetrc.org/social-riding.shtml						
Approximate height gained: (Identify the approximate total height gained, as well as the approximate height and percentage incline for key hills if applicable):	Various height gains depending on the route being completed. Routes are detailed on the club website. http://www.thanetrc.org/social-riding.shtml						
Other potential users of circuit/route: (such as horses, tractors, pedestrians, cars, etc)	The routes are on public roads in Kent and some non technical off road areas.						
Consideration of previous risk assessments:	Completed referring to British Cycling guidance. The expectation that all riders will be following the Highway Code, refer to and follow as far as reasonably practicable British Cycling best practice guidance.						
Emergency communication:	<table border="1"> <tr> <td>How will you communicate with appropriate people/organisations in an emergency?</td> <td>Mobile or public phone, signal dependent</td> </tr> <tr> <td>If using a mobile telephone, can you get adequate signal on the route?</td> <td><input type="checkbox"/> Yes <input type="checkbox"/> No</td> </tr> </table>	How will you communicate with appropriate people/organisations in an emergency?	Mobile or public phone, signal dependent	If using a mobile telephone, can you get adequate signal on the route?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
How will you communicate with appropriate people/organisations in an emergency?	Mobile or public phone, signal dependent						
If using a mobile telephone, can you get adequate signal on the route?	<input type="checkbox"/> Yes <input type="checkbox"/> No						

1c Venue

Complete this section only if you are risk assessing an activity occurring at a venue. Strike through these boxes if you are not completing this section.

Venue name:	<input type="text"/>		
Address/location:	<input type="text"/>		
	Postcode:	<input type="text"/>	
Venue Contact Name:	<input type="text"/>	Telephone:	<input type="text"/>
Obtained and reviewed the venue's:	Health and Safety policy:	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	Normal operating procedures:	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	Emergency operating procedures:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Consideration of previous risk assessments:	<input type="text"/>		
Location of toilets:	<input type="text"/>		
Location of changing rooms:	<input type="text"/>		
Location of nearest telephone and how to dial out:	<input type="text"/>		

1d First Aid

Name of first aider:	<input type="text"/>	Telephone:	<input type="text"/>
Location of first-aid:	First aid provision is through normal public means, some riders may be informally first aid trained		
First-aid kit available*	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		

* It is the first aider's responsibility to ensure the first aid kit is adequately stocked and maintained at all times.

1e Person Conducting the Risk Assessment

Date of risk assessment:	14 November 2021		
Name:	Thanet Road Club Committee	Telephone:	N/A
Signature:	N/A	Date:	14 November 2021

RISK ASSESSMENT FOR CLUB ACTIVITIES

Date of assessment:	14 November 2021	Risk Assessment number:	TRC-SR-2	
Description of task: Include sufficient detail to make the scope of the RA clear.	Thanet Road Club (TRC) social riding and club run on public roads in Kent at various times and various days as indicated on club web-site. Meeting points are various locations as detailed on the club web-site. There is not always a ride leader. A ride leader may identify themselves and provide navigation assistance to other riders. Ride leaders are not official coaches and as such will not be responsible for actions or safety of other riders.			
SEVERITY	PROBABILITY / LIKELIHOOD			
	Rank Outside (remote) = 1	Outside Chance (possible) = 2	Even Chance (probable) = 3	Odds on (frequent) = 4
Fatality = 4	6	6	7	8
Major injury / Permanent disability = 3	4	5	6	7
Minor injury = 2	3	4	5	6
Bruises / first aids / no injury = 1	2	3	4	5
RISK LEVEL	ACTION TIMESCALE			
2 – 3	No additional controls required. Consider more cost-effective solution or improvement that imposes no additional cost burden. Monitoring required to check controls are maintained.			
4 – 5	Efforts should be made to reduce the risk but the costs of prevention should be carefully measured and limited. Risk reduction measures should be implemented within a defined time period. Where the moderate risk is associated with extremely harmful consequences, further assessment may be necessary to establish more precisely the likelihood of harm as a basis for determining the need for improved control measures.			
6 – 7	Ride should not be started until the risk has been reduced. Considerable resources may have to be allocated to reduce the risk. Where the risk involves work in progress, urgent action should be taken.			
8	Ride should not be started or continued until the risk has been reduced.			

RISK ASSESSMENT FOR CLUB ACTIVITIES

No.	IDENTIFIED HAZARDS From checklist on page 1.	HOW COULD SOMEONE BE HARMED? Explain how harm could arise.	WHO COULD BE HARMED? Id all parties.	CONTROL MEASURES. Include sufficient information.	Level of risk			Risk controlle (Y or N)
					P +	S =	R	
1	Cycling on roads with other members of the public	Injury to TRC cyclist through contact with another cyclist, motor vehicle, pedestrian, road furniture, riding down pot holes.	TRC Cyclist	TRC Riders to follow Highway code and refer to and follow as far as reasonably practicable British Cycling best practice, wear gloves, helmet.	1	4	5	Y as long control measure adoptec
2	Wet or Icy weather conditions	Injury to TRC cyclist through contact with another cyclist, motor vehicle, pedestrian, road furniture, road	TRC Cyclist	TRC cyclist to review weather conditions at time of ride, consider delaying start time, postponing ride until more suitable conditions.	1	4	5	Y as long control measure adoptec
3	Wet or Icy weather conditions	Hypothermia due to cold/wet conditions	TRC Cyclist	TRC cyclist to wear suitable clothing to protect against weather conditions such as gloves, overshoes, warm cycle clothing, helmet, gloves.	1	2	3	Y as long control measure adoptec
4	Cycling on roads with other members of the public	Not being seen by other road users	TRC Cyclist	TRC Riders to follow Highway code and refer to and follow as far as reasonably practicable British Cycling best practice, consider wearing hi visibility clothing and front and rear lights	1	4	5	Y as long control measure adoptec
5	Cycling on roads with other members of the public	Head injury	TRC Cyclist	TRC members to wear approved cycle helmet, follow Highway code and refer to and follow as far as reasonably practicable British Cycling best practice	1	4	5	Y as long control measure adoptec
6	Not being seen by other road users when on public roads	Injury to TRC cyclist through contact with another cyclist, motor vehicle, pedestrian, road furniture because rider has not been seen by others or not seen hazards	TRC Cyclist	TRC Riders to follow Highway code and refer to and follow as far as reasonably practicable British Cycling best practice, wear clothing that can be seen by others, use rear and front lights to aid visibility and being seen	2	3	5	Y as long control measure adoptec
7	Cycling on no technical off-road areas	Injury to TRC cyclist through contact with another cyclist, off road technical area	TRC Cyclist	TRC Riders to refer to and follow as far as reasonably practicable British Cycling best practice, wear gloves, helmet.	1	3	4	Y as long control measure adoptec
9	Sunny/hot weather conditions	Sunstroke, heatstroke	TRC Cyclist	TRC cyclist to review weather conditions at time of ride, consider delaying start time, postponing ride until more suitable conditions, consider sun cream	1	3	4	Y as long control measure adoptec

Probability: remote = 1, possible = 2, probable = 3, frequent = 4

Severity: no injury/bruise = 1, minor injury = 2, disability = 3, fatality = 4

Risk = Probability + Severity (See Matrix)

RISK ASSESSMENT FOR CLUB ACTIVITIES

FURTHER ACTION REQUIRED – RECORD BELOW – Re-assess risk to show reduction to acceptable level.

Action prior to riding:	Thanet Road Club (TRC) social riding and club run on public roads in Kent at various times and various days as indicated on club web-site- riders to review risk assessment and implement control measures prior to the riding. Identify any other hazards not identified in RA and implement control measures
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Probability: remote = 1, possible = 2, probable = 3, frequent = 4
Severity: no injury/bruise = 1, minor injury = 2, disability = 3, fatality = 4 **Risk = Probability + Severity (See Matrix)**