

<b>Risk Assessment:</b> Club un-led cycling in an open road setting	<b>Location:</b> All open road routes used for an Alnwick Triathlon Club session
<b>Completed by:</b> Tania Conway <b>Date Completed:</b> December 2025 <b>Reviewed by:</b> 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:	n/a
Date:	Communicated prior to session	Location of Defibrillator	n/a
Time:	Communicated prior to session	Location of telephone:	Cyclists to carry mobile phones with them
Participants:	Number:	Location of toilets:	n/a
	Age:	Location of changing rooms:	n/a
	Ability:	Location of first-aid kit:	
Lead coach name:	Uncoached, un-led. Each group will have a navigator who knows the route and checks the group stays together.	Stocked and maintained:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Venue documents read and understood	Normal operating procedures: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Additional notes: Participants are responsible for their own health and safety	

(please ✓ appropriate box):	Health and safety policy: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Not venue specific – open road setting
	Emergency action plan (EAP): <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	

## Risk Assessment Form

<b>Location &amp; Description of Hazard:</b>	<b>People at Risk:</b>	<b>Level of Risk (High/Medium /Low):</b>	<b>Action(s) to Mitigate/ Remove Risk:</b>	<b>Person responsible for resolution:</b>	<b>Residual Risk: After resolution</b>	<b>Dates Reviewed</b>
Equipment failure / breakdown. Stranded athlete.	Athletes	L	<p>It is suggested that each rider to carry minimum tool kit comprising;</p> <ul style="list-style-type: none"> <li>• Method of tyre inflation</li> <li>• At least one spare inner tube (recommended two)</li> <li>• Two/three tyre levers</li> <li>• Multi-tool including Allen keys</li> <li>• Chain splitter</li> <li>• Mobile phone / money</li> </ul>	Athletes	L	29/12/2025
Poorly maintained equipment leading to accident	Athlete and public	M	<ul style="list-style-type: none"> <li>• Bikes must be legal and roadworthy</li> <li>• Riders to inspect their bike prior to each ride paying particular attention to brakes, frame, steering, pedals / cleats, wheels and tyres.</li> <li>• Riders to ensure their bike is regularly serviced / maintained by a competent mechanic.             <ul style="list-style-type: none"> <li>• Working front and rear lights are strongly recommended.</li> </ul> </li> </ul>	Athletes	L	29/12/2025
Inappropriate clothing leading to accident	Athletes	M	<ul style="list-style-type: none"> <li>• Riders to assess weather conditions and dress / prepare appropriately</li> <li>• Recommend high visibility clothing / jackets</li> <li>• Riders to wear approved safety helmets – no helmet, no ride!</li> </ul>	Athletes	L	29/12/2025

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			<ul style="list-style-type: none"> <li>• Recommend the wearing of suitable eye protection</li> <li>• Mudguards are recommended during the winter months</li> <li>• Carry mobile phone and ICE details</li> <li>• Recommend wearing an ID bracelet with particular medical details if relevant</li> </ul>			
Insufficient Food / Drink	Athletes	L	<ul style="list-style-type: none"> <li>• Riders have responsibility for ensuring that they carry sufficient food / drink / energy gels for duration of ride</li> <li>• Carry money to purchase food / drink</li> </ul>	Athletes	L	29/12/2025
Physical condition of rider not suitable for the ride	Athletes	M	<ul style="list-style-type: none"> <li>• 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</li> <li>• Do not start any ride if you are feeling unwell or do not think you are able to complete it</li> <li>• If during a ride you become unwell, inform the navigator immediately.</li> </ul>	Athletes	L	29/12/2025
Group Size / Rider Experience: accident, traffic problems	Athletes	L	<ul style="list-style-type: none"> <li>• Large groups of cyclists pose a hazard due to difficulty in overtaking by other road users; groups should comprise of maximum 10 cyclists. In traffic it is important to split into smaller groups ideally less than 5 – leaving a suitable gap between each group</li> <li>• Any riders new to a club ride should identify themselves to the navigator and consideration should be given to allocating a buddy.</li> <li>• Be familiar with the Highway Code</li> <li>• Riders must have experience of group riding. If not, riders should attend Led or Coached rides to obtain experience</li> </ul>	Athletes	L	29/12/2025

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			before attending unled rides.			
Insufficient Communication leading to accident or lost riders	Athletes	M	<p>All riders should be familiar with the following:</p> <ul style="list-style-type: none"> <li>• An overview of the route, any café stops, likely duration and distance</li> <li>• Any known route hazards, diversions or other considerations</li> <li>• Any issue relevant to the weather (in particular wind, frost and ice).</li> <li>• The standard hand signals and calls used within the group</li> <li>• The pace of the group</li> </ul> <p>This information will be available on the club website</p>	Athletes	L	29/12/2025
Collision / Accident with other cyclist	Athletes	M	<ul style="list-style-type: none"> <li>• Ensure cycle is properly maintained (see above)</li> <li>• All riders to be conversant with group ride calls, hand signals and warnings and ensure that these calls are passed along the line</li> <li>• Ride smoothly and consistently, be aware of those around you and do not brake without warning</li> <li>• Concentrate at all times and anticipate changing road conditions</li> <li>• When negotiating unforeseen road conditions (such as potholes) riders should be aware that their actions impact on others</li> <li>• 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.</li> </ul>	Athletes	L	29/12/2025

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			<ul style="list-style-type: none"> <li>• Do not let your front wheel overlap that of the rear wheel of the bike in front</li> </ul>			
Collision / Accident with motor vehicle or other road users	Athlete and other road users	H	<ul style="list-style-type: none"> <li>• Riders will conform to the Road Traffic Act and follow the advice of the Highway Code at ALL times.</li> <li>• Riders will obey all traffic signals and signs.</li> <li>• At times of poor visibility wear bright clothing</li> <li>• Working front and rear cycle lights are strongly recommended.</li> <li>• All riders to continually assess traffic conditions, driver attitudes and carry out dynamic risk assessments. e.g. get off and walk / use a pedestrian crossing if you have to cross a major road.</li> <li>• 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.</li> <li>• Consider using person(s) at strategic points to warn oncoming traffic of any obstruction.</li> <li>• Riders to warn of approaching vehicles using known calls.</li> <li>• Riders must have Personal Liability insurance in place.</li> </ul>	Athletes	L	29/12/2025
Medical incident  Dehydration, Heat stroke, Hyperthermia, Fibrillation	Athletes	M	<ul style="list-style-type: none"> <li>• Each rider needs to self-assess if they are fit enough to join a club ride and inform the group of any limitations</li> <li>• Riders need to carry their own medication and inform others if their assistance may be required i.e. EpiPen or Insulin</li> <li>• Each rider to ensure they have enough</li> </ul>	Athletes	L	29/12/2025

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			water.			
Accident: Falling off	Athletes and coach	M	<ul style="list-style-type: none"> <li>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.</li> <li>Beware during windy conditions.</li> <li>Be aware of the calls / warnings in relation to changes in surface such as potholes and use / pay attention to these warnings.</li> <li>Only ride at a speed at which you are competent / confident particularly on descents.</li> <li>Ice on the roads should be brought to the attention of the group immediately</li> </ul>	Athletes	L	29/12/2025
Stopping	Athletes	M	<ul style="list-style-type: none"> <li>Always choose a safe place to stop as a group, and in particular avoid road junctions, bends and other physical road hazards.</li> <li>Warn riders before stopping and keep the carriageway clear.</li> <li>In the event of punctures, breakdowns etc clear the carriageway if possible, or group navigator to instruct the group to continue to a safe waiting place.</li> </ul>	Athletes	L	29/12/2025
Passing horses and animals	Athlete and public	L	<ul style="list-style-type: none"> <li>On approach to a ridden horse, the lead rider should warn the horse and horse rider by verbal communication.</li> <li>Give the horse plenty of room and pass by slowly.</li> <li>Heed any advice given by horse rider.</li> </ul>	Athletes	L	29/12/2025

**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