



1st Kesgrave Scout Group

Twelve Acre Approach, Kesgrave, Suffolk IP5 1JF

Cycle Ride / Activity Check List

Event: _____

Location: Anywhere	
Activity covered by this assessment: This covers everything that should be in place before a cycle ride/activity starts along with monitoring for the duration of the activity.	
Item	Checked/Action
Lone working - lone working measures in place.	
Traffic/other riders/dropping off measures in place - has the route been chosen to minimised risks as far as practical from traffic / other users ie off-road / on quiet roads / utilising designated cycle routes / cycle tracks etc wherever possible. - have all planned stops along the route been assessed wrt being safe and convenient ie away from traffic and other users and do not cause an obstruction to other road users or the public. - dropping off and picking up area suitable and safe for participants.	
Terrain/Route - has the route been chosen to avoid as far as practical high-risk areas such as steep / rocky descents, being beside steep drops, water etc.	
Manual Handling - ensure the route as far as possible avoids the need to lift bikes over styles, gates etc.	
Facilities - does the route have all the necessary facilities available eg fresh drinking water, toilets, etc.	
Kit / Equipment - is all the provided kit or equipment eg first aid kits, hi-viz's etc being used in good working order and fit for purpose ie no faults, damage, strong enough etc. - is all the provided kit or equipment being used appropriate for the age of the people involved ie can they use it etc. - has equipment and kit been put away clean and dry at the end of the event, appropriately stacked/stored and in the correct locations.	
Materials / Rubbish - are arrangements in place to take account of rubbish generated on the cycling event.	

<p>Clothing / Personal Kit</p> <ul style="list-style-type: none"> - has everyone been provided with a kit list that covers footwear, headwear, clothing, and kit required that is commensurate for the terrain, activities being undertaken, forecast weather and time of year, along with any spares that should be brought. - is footwear, clothing and kit specified commensurate with the type of terrain. the weather conditions and time of year. - have additional requirements been identified and specified eg mobile phones, snacks, drinks, torches, spare clothing, bike repair kits, spare inner tubes, first aid kits, emergency provisions etc. - are there any additional safety requirements required and specified - hi-viz, parent permission, no jewellery, hairbands etc. - are bikes road worthy and kit being used fit for purpose. - is centrally provided spare clothing and kit available if required eg bikes, inner tubes, tyres, waterproof clothing etc. 	
<p>Menu / Food Storage</p> <ul style="list-style-type: none"> - does the food provided take account of the facilities available, is nutritionally healthy and provides sufficient calories to cover the expected energy levels required. Is it in date. - are food storage arrangements available to meet food safety guidelines ie keeping food fresh, etc and provide adequate protection eg sandwich box etc. 	
<p>Preparation</p> <ul style="list-style-type: none"> - has the route taken account of breaks, toilets, the amount of daylight and weather conditions for the time of year, exposure to high wind and rain etc. - does the route need physically checking and marked up with potential hazard spots – bad junctions, railway crossings, blind corners, steep slopes etc. - is a bike session / event needed before the cycle ride to check bikes and prepare participants for the event. - have parents been informed of the outline details of the cycle ride – where, duration, likely weather conditions, clothing and kit required to ensure those taking part know what they are taking on and all parties are happy the participants are qualified / capable enough to undertake the activity safely. Suggest training before hand or cycling a reasonable distance to check how participants get on. 	
<p>Event</p> <ul style="list-style-type: none"> - have participants turned up: <ul style="list-style-type: none"> • wearing the appropriate footwear, headwear and clothing for the event, terrain, weather conditions and time of year, • bringing any necessary kit, spare clothing, food, water and any other additional requirements specified. • and being worn/carried appropriately ie no loose clothing, shoelaces tied, pockets emptied of inappropriate items etc. <p>If not act accordingly.</p> <ul style="list-style-type: none"> - is any clothing, equipment or kit brought by participants not fit for purpose ie damaged, unsafe, not suitable and if so act accordingly. - is kit being carried by participants ie on their backs or on their bikes within the capability of the individuals carrying it and safe. - check bikes are road worthy inc brakes, seat height, lights etc, and any kit being used is fit for purpose. - is any luggage, rucksacks, panniers etc, fit for purpose and secured with no loose elements that can catch in wheels etc. - are cycle helmets being worn and fit for purpose ie no defects, correctly fitting etc. - are hi-viz vests, pannier covers, day/ruck sack covers available and being used. - do participants need sorting into smaller cycling groups. Also do groups need to be well matched in terms of ability, temperament, working together, etc. 	

<p>- does each cycling group have sufficient maps, suitably enclosed to cater for the weather conditions.</p> <p>- is a participant's briefing available covering issues such as:</p> <ul style="list-style-type: none"> • good cycling practices – braking, speed, dangers of riding too closely to each other or other traffic, specific arrangement for tow paths, grit on roads, potholes, keeping together, over taking, bad road conditions etc. • road positioning and signalling ie cycling in single file, turning left/right, roundabouts , slowing down, leaders at front and rear, etc. • ad-hoc stops (eg letting cyclist catch up, fixing an issue etc) being assessed wrt being safe and convenient before being used ie away from traffic and other users and does not cause an obstruction to other road users or the public. • areas where leaders need to strictly control things ie steep descents, crossing main roads etc. • what to do if the route is blocked. • What to do if they are off the route. <p>- do leaders to consider carry spare kit, clothes, food, drinks etc.</p> <p>- is a support group required to carrying spare bike parts, helmets, hi viz, clothing etc and provide food, cakes, hot/cold drinks etc.</p>	
<p>Personal Hygiene and Well Being</p> <p>- do participants have sufficient/adequate personal care products for the event taking in to account the time of day and the time of year eg sun cream, lip balm, glasses, torch, etc.</p> <p>- are checks in place to ensure everyone is eating and drinking adequately, washing regularly, and in a good temperament and any injuries have been dealt with quickly.</p> <p>- If any participant is taking regular medicines, they have them with them or with a designated person and take at the prescribed time.</p> <p>- If someone has a serious medical condition, they are carrying appropriate medicines eg inhalers, EpiPens etc. with them or given to an adult to carry. Ensure it is in a suitable container and location known and someone can administer it in an emergency.</p>	
<p>Peer Led Activities</p> <p>- are the participants adequately trained and capable of completing the cycle ride.</p> <p>- is a supervision plan in place.</p>	
<p>Behaviour - General</p> <p>- are any participants likely to be unsafe due to their behaviour and appropriate measures taken.</p> <p>- have participants been briefed on behaviour</p>	
<p>Behaviour - Leadership</p> <p>- have leaders been briefed on their roles eg supervising, navigating etc.</p> <p>- are there sufficient leaders / helpers available to run the activity safely.</p> <p>- do the leaders and helpers running the activity have suitable experience to run the event.</p> <p>- does the event need an adventurous activity permit. You don't need a permit for cycling activities in Terrain Zero.</p>	
<p>Behaviour – Interactions with members of the public</p> <p>- have all participants been briefed on required behaviour and code of conduct.</p>	

<p>Fire Alarm / Equipment / Doors / Emergencies / Incidents / Exit Points / Access Routes</p> <ul style="list-style-type: none"> - is a mobile phone or alternative arrangements available and easily accessible for emergencies. - are there sufficient mobile phones / alternative arrangements to deal with an emergency. - are mobile phone signals adequately guaranteed throughout the route. If not consider whether radios would be an appropriate alternative at times or ensure people know where to go to obtain a signal. - is a robust InTouch process in place. Is a home contact required. - are the group details, Intouch and health information readily available in case of an incident or emergency either in paper format or electronic eg OSM. - have arrangements been put in place for personal/confidential/Intouch information being secured and only accessible to people that need to access it. - has a contact, who is not cycling, been appointed who has details of the route, contacts, timings etc. - is a first aid, emergency, overdue, sending someone home or cancellation procedure required and in place and do leaders and participants know what it is. - can you accurately define your location on your cycle route in the event of an emergency ie contacting the emergency services, parents etc. - is a support group required to help with the management of the cycling, incidents and emergencies. 	
<p>Security – Kit Theft</p> <ul style="list-style-type: none"> - have measures been put in place to minimise theft. - have all participants been briefed on their responsibility for any valuable items. - are there adequate and suitable locking arrangements in place for bikes being used. 	
<p>Safeguarding / Lost</p> <ul style="list-style-type: none"> - have all leaders and adult helpers completed appropriate DBS enquiries and are aware of current scouting guidelines eg yellow card etc. - are adequate supervision ratios in place. - have arrangements been put in place to keep a register of people taking part, what groups they are in and changes throughout the event, along with head counts. - have all participants been briefed on how they should deal with strangers, what to do if lost, have an 'in case of emergency' form etc. - has a lost/separated person procedure been put in place. - is a 'In Case of Emergency' (ICE) form required and provided to participants. 	
<p>Weather Extremes</p> <ul style="list-style-type: none"> - has the weather been checked and appropriate adjustments made and bad weather activities ready if required. 	
<p>First Aid</p> <ul style="list-style-type: none"> - as a minimum has someone in each cycling group have a valid basic first aid certificate and first aid kit. - are there sufficient qualified first aiders present to deal with the numbers taking part and the types of injuries for the activity being undertaken. - are sufficient basic first aid kits available plus any additions to take account of the activities being delivered, terrain and weather conditions. - are the details of the local A&E department, local doctors, pharmacies etc known. - are facilities available to securely store any personal medication requirements for young people and someone to supervise the schedule of taking/administering medications. 	

<p>- is a support group required to provide a more extensive first aid kit/cover inc a dedicated first aider.</p>	
<p>Accessibility / Inclusiveness / Health Issues</p> <ul style="list-style-type: none"> - have accessibility, ability, disability, age, gender, dexterity, behavioural issues etc been taken account of in the planned event and any cycling groups set up. - have accessibility, ability, disability, age, gender or behavioural issues been taken account of in the planned event. - has the route been appropriately planned, taking into account those participating, any safety concerns etc. - has allergy or other health issues (asthma etc) been taken account of for the planned event and catering. - have the planned activities taken account of additional environmental hazards such as heatstroke, sunburn etc. 	
<p>Emergency Access Routes</p> <ul style="list-style-type: none"> - is the route accessible to emergency vehicles and in particular ambulances or within POR hiking rules for the terrain classification. 	
<p>Notes:</p>	
<p>Signed:</p> <p>Position:</p>	<p>Date:</p> <p>Review date:</p>