



# 1<sup>st</sup> Kesgrave Scout Group

Twelve Acre Approach, Kesgrave, Suffolk IP5 1JF

Name of activity, section, event, and location	1 <sup>st</sup> Kesgrave Scout Group - Cycle Rides	Date of risk assessment	16 June 2022	Name of person who undertook this risk assessment	Alan Comber (working with others)
		Date of next review	28 Dec 2022		

This document covers cycle rides/ events and only covers terrain 0 routes. It should be read in conjunction with the section meeting risk assessment which covers generic items.

Hazard identified? Risks from it?	Who is at risk?	How are the risks already controlled? What extra controls are needed?	What has changed that needs to be thought about and controlled?
<p><b>A hazard</b> is something that may cause harm or damage.</p> <p><b>The risk</b> is the harm may occur from the hazard.</p>	For example: young people, adult volunteers, visitors	<p><b>Controls</b> are ways of making the activity safer by removing or reducing the risk from it.</p> <p>For example, you may use a different piece of equipment, or you might change the way you do the activity.</p>	<p>Keep <b>checking</b> throughout the activity in case you need to change what you are doing or even <b>stop</b> the activity.</p> <p>This is a great place to add comments which will be used as part of the review.</p>
<b>Lone working</b> – People on their own - risk of a medical or other incident occurring they cannot deal with adequately	Leaders and helpers	No one should be left alone unless in an emergency when no other option is available.	
<b>Traffic other riders</b> - injuries from collisions between vehicles, bikes and people	All present	<p>See <i>Section meeting risk assessment for details – particularly dropping off and collecting people</i></p> <p>Routes chosen are off-road or on quiet roads wherever possible or utilise designated cycle routes / cycle tracks.</p>	

## 1<sup>st</sup> Kesgrave Scout Group

		All stops along the route either pre-planned (eg refreshment breaks) or ad-hoc (eg letting cyclist catch up, fixing an issue etc) should be assessed for 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.	
<b>Terrain</b> - Unsuitable terrain, steep descents	All present	Chosen route avoids high-risk areas such as steep, rocky descents, paths besides steep drops, near water etc.	
<b>Manual Handling</b> – back injuries, strains, etc	All present	All kit carried on bikes, whether in paniers, day sack etc, should be within the capability of the individual carrying / cycling with it and for day sacks etc close to peoples backs to reduce the chances of strains. Care should be taken to balance the load on the bike.  Plan route to minimise any lifting of bikes over objects eg styles, gates etc. If this is required, ensure adults supervise closely and assist as required.	
<b>Facilities</b>	All present	Consider whether toilets or other facilities are required along the route.	
<b>Equipment Used</b> – injuries to people cycling	All present	<i>See Section meeting risk assessment for details – particularly checking equipment before use, put away after use clean and dry.</i>  Ensure all kit eg first aid kits, hi-viz's, is in a good condition and suitable for the cycle ride being undertaken. Report any damaged or faulty items or discard if not suitable for the job.  Check that all kit is appropriate for the age of the people involved ie they can use it etc.	
<b>Materials / Rubbish</b> – cuts, allergic reactions, contamination, stains etc.	All present	Ensure any rubbish generated/ is picked up during the walk and deposited appropriately either in a bin along the route or put in a bin bag at the end of walk.	
<b>Clothing / Personal kit</b> - footwear and clothing. Cuts, stings etc	All present	Ensure everyone is provided with a kit list that takes account of the terrain, activities being undertaken, forecast weather and time of year, along with any spares that should be brought.  All participants to wear appropriate clothing and footwear for the weather conditions, type of terrain and time of year and carry spare clothing as appropriate.  Ensure bikes used are road / route worthy and bike frame sizes are suitable for the rider, Unsuitable bikes will not be permitted to be used.  Leaders to assess the need to take spare clothing (coats, gloves, hats, etc) and kit (inner tubes, tyre repair kits etc) to cater for weather conditions, possible health issues and bike issues.	
<b>Food</b> – health and hygiene issues etc	All present	<i>See Section meeting risk assessment for details</i>  Ensure food is planned for the cycle ride that takes account of the facilities available, that is	

## 1<sup>st</sup> Kesgrave Scout Group

		<p>nutritionally healthy and provides sufficient calories to cover the expected energy levels required.</p> <p>Store food in accordance with food safety guidelines and adequately protected.</p>	
<p><b>Preparation</b> - Unsuitable route, inexperience etc</p>	<p>All present</p>	<p>The route should be planned before undertaking the event. Identify any alternative routes, rest/check points required, emergency access points and hazards along the way.</p> <p>The route should take account of the amount of daylight and weather conditions for the time of year and minimise exposure to high wind and rain by using routes with natural protection eg hedges, trees etc.</p> <p>The route should take account of the need for toilets during the event.</p> <p>Consider a recce beforehand especially for unfamiliar routes or to check out hazards, poor mobile signal availability etc.</p> <p>The use of OS Maps or other electrical devices/applications (eg google maps / street view) should be considered to plan and check the route.</p> <p>Mark up routes with potential hazard spots – bad junctions, railway crossings, blind corners, steep slopes etc.</p> <p>Parents 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.</p> <p>Suggest training before hand or cycling a reasonable distance to check how participants get on.</p>	
<p><b>Event</b> - injury and harm to participants</p>		<p>Before bikes are use ensure that:</p> <ul style="list-style-type: none"> <li>• a full check of bikes and personal equipment is made prior to departure – particular attention to be given to the brakes. Any equipment that is unsafe must be corrected before commencing activity.</li> <li>• seats are adjusted to the correct height (balls of feet can touch the ground on both sides when seated).</li> <li>• riders' feet can be easily released from pedals. If SPD's are used, ensure that riders using them are fully proficient in their use.</li> <li>• operational front and rear lights are fitted if the journey is likely to include traveling in the dark or the weather is causing reduced visibility.</li> </ul> <p>Before setting off, everyone will be briefed appropriately about:</p>	

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|  |  | <ul style="list-style-type: none"><li>• Good cycling practices including correct operation of brakes/gears, the risks of travelling too close to each other etc.</li><li>• General cycling etiquette and consideration needed towards other road/track users<ul style="list-style-type: none"><li>○ Highway code followed.</li><li>○ Extra care when encountering pedestrians or animals on the track and tow paths.</li><li>○ Riding on public highways will be in single file.</li><li>○ Give way to pedestrians no riding on footpaths as highway code.</li><li>○ Vehicles to give way to cyclists as highway code, but assume this may not happen in real terms.</li></ul></li><li>• Travelling at a safe speed and the risks of travelling too fast, especially at corners and on loose ground/potholes and particular caution needed on wet, icy or loose surfaces and travelling along tow paths.</li><li>• Road positioning and signalling<ul style="list-style-type: none"><li>○ the risks and procedures associated with overtaking. A clear request must first be given from the overtaking cyclist before starting the manoeuvre, giving clear directions as to which side is being taken to overtake. The cyclist in front must respond with a clear "OK". before the person behind may overtake.</li><li>○ the need to clearly inform/signal to others behind if they are intending to slow down or stop (to avoid collisions from behind).</li></ul></li><li>• Choosing safe places to stop.</li><li>• Where hazards are and controls needed.</li><li>• The need for cycling groups to keep together and wait for people to catch up. Anyone ahead of the group must stop at any junction and await all others before continuing.</li><li>• Understanding where they are at all times using maps, gps units, smart phones etc as appropriate.</li><li>• Teams not to go off the pre-planned route and what to do if they do:<ul style="list-style-type: none"><li>○ Teams to retrace their steps until they get back on the route at a known point and not to continue onwards in the hope it will work out.</li><li>○ or if they can't achieve that, to find a suitable known point to get to where</li></ul></li></ul> |  |
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# 1<sup>st</sup> Kesgrave Scout Group

		<p>they can contact the support group for advice / assistance.</p> <ul style="list-style-type: none"> <li>• What to do if they need a toilet.</li> <li>• What to do if they are lost, off the route or separated.</li> <li>• What to do in bad weather / an emergency.</li> </ul> <p>Ensure sufficient maps and route cards are provided, marked up with any hazards. These should be laminated or enclosed in map cases or equivalent if there is any change of them getting wet.</p> <p>Participants split up into smaller manageable groups – ideally no more than 16.</p> <ul style="list-style-type: none"> <li>• Where possible (except peer led events) as a minimum at least two adults should be allocated per cycling group or one adult and one young leader.</li> <li>• there must be at least 3 in each group.</li> </ul> <p>All participants to wear safety helmets at all time, to be checked visually for defects and ensure correct fitting before activity commences.</p> <p>If cycling on the road or an area where visibility is important, all group members to wear Hi-Viz vests / ruck sack covers / reflective clothing.</p> <p>A designated leader should be at the front and rear of each cycling group at all times. The front person will ensure the route is followed and doesn't go too fast and the rear person will avoid stragglers.</p> <p>Steep descents to be strictly controlled by leaders, group members to dismount and walk where necessary.</p> <p>All crossings of public highways will be under direct control of leaders.</p> <p>Where styles, gates or fences must be crossed due care is taken. Do not enter any Military zones or Private Property.</p> <p>If the route is blocked, then an assessment of the map should be made to consider an alternative route. Any support group should then be informed of change.</p> <p>Leaders to assess the need to take spare clothing (coats, gloves, hats, etc) and kit (inner tubes, tyre repair kits etc) to cater for weather conditions, possible health issues (people being sick) and bike issues.</p> <p>Consider a support group required to carry spare bike parts, bikes, helmets, hi viz, clothing etc and provide food, cakes, hot/cold drinks etc.</p>	
<p><b>Personal Hygiene and Well being</b> - exhaustion, sunburn,</p>	<p>All present</p>	<p>Encourage warm up/stretching routines before starting cycling.</p>	<p>Water and food will be available at staging points and via support group in</p>

## 1<sup>st</sup> Kesgrave Scout Group

<p>Hyperthermia, eye strain, hypothermia, bites etc</p>	<p>Before setting off all kit, food, and clothing checked to ensure:</p> <ul style="list-style-type: none"> <li>• All participants are appropriately dressed for the anticipated weather etc, with no loose clothing likely to get caught in wheels, laces are tied etc.</li> <li>• All luggage carried in light rucksacks / day sacks or in panniers has no defects, all straps done up and any loose dangling elements cannot be caught in wheels,</li> <li>• Individuals have everything they need (inc food, drink, spare kit / clothes, waterproofs first aid kit and emergency provisions).</li> </ul> <p>Ensure participants:</p> <ul style="list-style-type: none"> <li>• Drink enough and take adequate drinks with them (hot and/or cold) – dehydration.</li> <li>• Have sufficient food and a balanced diet with an appropriate calorie level for the type of event being undertaken. Ie cycling will require more energy than a walk around town.</li> <li>• Eating at regular intervals and eating enough. Stops provided as required - energy levels.</li> <li>• Wear correct clothing at all times – it is harder to warm up once you are cold.</li> <li>• Keeping things dry – once things are wet, they can take a long time to dry.</li> <li>• Stop for breaks – reorientation, rest.</li> <li>• Apply sun cream / wear hats in hot / sunny weather – sunburn.</li> <li>• Wear sunglasses if needed - eye strain.</li> <li>• Wear glasses if they need them.</li> <li>• Apply lip balm in cold/windy conditions.</li> <li>• Have any injuries looked at and dealt with appropriately and in a timely fashion.</li> <li>• Have spare tissues / toilet paper.</li> <li>• If any participant is taking regular medicines, they have them with them and take at the prescribed time.</li> <li>• If any participant 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.</li> </ul> <p>Try and ascertain the temperament of individuals/young people from time to time – tiredness, irritableness, anger, quietness, body language etc and deal with as appropriate.</p>	<p>emergencies. at mid-point only small ride</p>
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## 1<sup>st</sup> Kesgrave Scout Group

		<p>Consider a separate briefing for girls to deal with feminine hygiene and ideally allocate a suitable point of contact ie someone who is competent to deal with any issues that might arise.</p> <p>During the cycle ride shorten, arrange to get people picked up, or abandon the event to suit any changing health/weather conditions ie risk of heatstroke, hypothermia, exhaustion, dehydration, twisted ankle etc.</p>	
<b>Peer Led Activities</b> – unsuitable route, inadequate training		<p>For peer led activities (typical scouts and explorers), ensure:</p> <ul style="list-style-type: none"> <li>• Leaders help with the planning, preparation and any training required.</li> <li>• Put in place a supervision plan to ensure that the group is monitored and supported and there are systems in place to make contact.</li> </ul> <p>The supervision plan should include:</p> <ul style="list-style-type: none"> <li>• Number of members taking part, so you know how many to count when you meet up.</li> <li>• Contact arrangements – checkpoints, shadowing sweeping, use of technology.</li> <li>• Hazards / areas of risk.</li> <li>• Emergency plans.</li> </ul>	
<b>Behaviour</b> - Inexperience / Lack of competence of participants leading to loss of control and causing an injury	All present	Participants will only be able to take part in the event if leaders are sure their behaviour is safe.	
<b>Behaviour</b> - Inappropriate Leadership	Leaders and Helpers	<p>Adults will be briefed on their role and the cycling before they start cycling.</p> <p>Ideally adults will have experience of cycling on road and off-road using route maps.</p> <p>Groups will be led by the most experienced leaders and meet scouting supervision levels.</p> <p>Ensure all necessary permits and permissions are in place. You don't need a permit for activities in Terrain 0.</p>	<p>All group leaders will be appropriately equipped to cope with emergencies (first aid kit, puncture repair kit and basic toolkit etc.)</p> <p>A backup crew will be present to cater for emergencies or problems. They will keep in touch with all groups via mobile phones together with manning staging points along the way. In red.</p>
<b>Behaviour</b> - Confrontation / interactions with members of public	All present	Appropriate briefing of leaders on expected behaviour and young people on required behaviour / Code of Conduct	

## 1<sup>st</sup> Kesgrave Scout Group

<b>Emergencies / Incident</b>	All present	<p>See <i>Section meeting risk assessment for details</i></p> <p>Leaders have mobile 'phones – signal checked beforehand on pre-visit.</p> <p>Consider approaching local shops, homes, the public for help if appropriate.</p> <p>Consider a support group to help with issues.</p>	
<b>Security</b> – theft of bikes and cycling kit	All present	<p>All bikes to be secured when unattended either by placing them in a secure lockable location eg room, compound, shed etc or by chaining bikes together with locks and/or anchoring to a suitable secure physical object eg bike rack, fence etc where the chain cannot be removed.</p> <p>All removable elements of a bike eg lights, panniers, tool kits etc to be removed before leaving a bike unattended and stored appropriately or kept with owner.</p>	
<b>Safeguarding / Lost</b>	All present	<p>As appropriate ensure all leaders and adult helpers have completed DBS enquiries and are aware of current scouting guidelines eg yellow card etc.</p> <p>Ensure adequate supervision ratios are in place.</p> <p>Sufficient maps should be carried by the leaders.</p> <p>Leaders to maintain awareness of their location at all times using maps, gps units, smart phones etc as appropriate.</p> <p>Headcounts or roll calls should be carried out periodically to check all participants are present.</p> <p>Support group to maintain a list of who is in each cycling group.</p> <p>Group stops at regular intervals, and wait for everyone to regroup before continuing.</p> <p>Group members are briefed regarding procedure if lost/separated.</p> <p>Young people will be briefed regarding their response if approached inappropriately by a stranger, or if they are offered anything by a stranger.</p> <p>Consider providing all participants with an 'In Case of Emergency' (ICE) form which lists key leaders and facility contact details.</p> <p>Young people must be accompanied/visible by another person at all times (inc. visits to public toilets).</p>	
<b>Weather Extremes</b>	All present	<p>Weather forecasts should be checked before setting out on the journey and monitored throughout.</p> <p>The route, timings and event should be adjusted beforehand or during the journey if weather conditions dictate. Consider cancelling the event or abandoning during the event if the</p>	



## 1<sup>st</sup> Kesgrave Scout Group

		<p>weather becomes too extreme or the participants are too cold or wet to continue safely or visibility makes navigating very difficult.</p> <p>Alternative routes prepared for weather changes during the event including emergency exit routes.</p> <p>Support group informed of any route changes at the first opportunity.</p> <p>Find shelter if required.</p>	
<b>First Aid / Injuries that need treatment</b>	All present	<p>See Section meeting risk assessment for details.</p> <p>As a minimum a first aid qualified person should be present in each cycling group to deal with first aid incidents eg splinters, burns etc.</p> <p>Ensure there are sufficient qualified first aiders to deal with the overall numbers taking part. Consider having a dedicated first aider in the support group.</p> <p>Each cycling group should have a basic first aid kit and ensure there are sufficient first aid kits for the overall numbers taking part.</p> <p>Any support group should have a more extensive first aid kit.</p> <p>If there is an incident (bike or injury) on route all of the group stop. Group to move off the side of the road to a safe location Children / adult requiring treatment assessed by another adult. Car called for backup if required.</p> <p>Ensure details of the local A&amp;E department, local doctors, pharmacies etc are known.</p> <p>For young people with personal medication requirements, provide the facility to stored securely and supervise their schedule of taking medicines.</p>	
<b>Accessibility / Inclusiveness / Health Issues</b>	All present	<p>Ensure any accessibility, disability, or behavioural issues have been taken account of.</p> <p>Ensure the activity is suitable for the age group and their abilities.</p> <p>Ensure allergy or other health issues been taken account of.</p> <p>Ensure the planned activity takes account of additional environmental hazards such as heatstroke, sunburn, hypothermia etc.</p>	
<b>Emergency access routes – delays in emergency services arriving and gaining access causing more harm</b>	All present	<p>Ensure emergency access is easily are available at all times.</p>	