



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. It only covers terrain 0 routes. It doesn't cover Mountain Biking or Off-Road Cycling 1/2 where the activity leader must have an adventurous activities permit with the right level and permissions.	
Item	Checked/Action
Lone working - lone working measures in place.	
Traffic / other riders / dropping off / picking up measures - 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 areas suitable and safe for participants. - are traffic volumes high enough to consider the use of minibuses, coaches etc in order to reduce potential issues. - should participants be encouraged to share transport. - are hi-vis jackets / rucksacks / daysack / pannier covers required.	
Terrain / Route - does the planned route keep to routes that cycling is permitted. - 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. - is the route chosen within the terrain and adventurous permit rules for those supervising the activity.	
Facilities - does the route have all the necessary facilities available eg fresh drinking water, toilets, etc. - are any additional facilities required eg gazebos, tables, gas urns etc for stops along the way.	
Kit / Equipment - is all the provided kit or equipment eg first aid kits, hi-viz's, hired bikes, trailers, bike carriers etc being used: - in good working order and fit for purpose ie no faults, damage, strong enough etc. and if not fit for purpose or unsafe to use, taken out of service and repaired/replaced as appropriate. - appropriate for the planned activity eg right tool for the right job etc, suitable for the environment being used (indoors / outdoors) and for the age of the people involved ie can they use it safely etc. and as safe as practical. - are appropriate transportation mechanisms (trailers, bike rack, vans etc) required and in place to move kit and equipment to and from the route start/end points and during the cycling. - when using any vehicle (van, car etc) and/or trailer for transporting kit / equipment ensure it is fit for purpose, isn't going to be overloaded, load weight is distributed	

appropriately (60/40% rule), large items tied down, loads secured to avoid movement, lightweight items higher, lights working etc. and for trailers is within the towing limits of the vehicle pulling it. - consider counting in and out potentially harmful and attractive kit and equipment eg knives, lighters, compasses etc - is all the potential hazardous equipment, kit, tools, fuels etc, being used, stored, locked and stacked safely when used and not being used. - is any provided kit or equipment being removed and placed in a safe area or designated storage area when no longer required and appropriately stacked/stored and put away clean and dry at the end of the event.	
Electrical considerations (if applicable) - have e-bike batteries been checked for damage - are appropriate measures and facilities in place to manage the storage and charging of e-bike batteries.	
Fuels - are any fuels (gas, meths, gas, bio etc) being carried safely and in appropriate containers / packaging. - are any fuels, etc been put away clean and dry at the end of the event, stored in a safe container /packaging, and appropriately stacked/stored and in the correct locations.	
Materials / Rubbish - are arrangements in place to take account of rubbish generated on the cycling event	
Clothing / Personal Kit - has everyone been provided with a kit list that covers footwear, headwear, clothing, types of bike to bring 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. - 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 including any specific safety requirements / rules specified in POR - hi-viz, no jewellery, hairbands, gloves, wearing helmets, eye protection, footwear etc. - has everyone been provided with a bike check list to ensure as far as possible that any personal bikes are suitable, roadworthy, the correct size/type etc. - is centrally provided spare clothing and kit available if required eg bikes, inner tubes, tyres, waterproof clothing etc.	
Putting Out / Erecting Equipment - is all erectable kit eg tables, gazebos, etc being used during the event being transported, carried and erected safely – adults have suitable experience / training. Young people supervised as required.	
Menu / Food Storage - does any food provided take account of the facilities and cooking options available, is nutritionally healthy and provides sufficient calories to cover the expected energy levels required and takes account of dietary and allergy requirements of the participants. - are food storage arrangements available to meet food safety guidelines ie keeping food fresh, etc and provide adequate protection eg sandwich box etc. - are appropriate food and waste material arrangements available to store correctly and dispose of at the end.	
Preparation - 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 route plan required and provided. - is a cycling practice session / event needed beforehand to prepare participants for the cycle ride. - 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. - have you checked if the activity has any specific safety requirements / rules including any specified in POR eg wearing helmets, eye protection, footwear etc and act accordingly.	
Event - have participants turned up: - wearing the appropriate footwear, headwear and clothing for the event, terrain, weather conditions and time of year, - with any jewellery, hair etc appropriately worn for the event. - carrying any necessary kit, spare clothing, food, water and any other additional requirements specified eg inner tubes, repair kits etc. - and being worn/carried appropriately ie no loose clothing, shoelaces tied, pockets emptied of inappropriate items etc. If not act accordingly. - is any clothing, equipment or kit brought by participants not fit for purpose ie damaged, unsafe, not suitable and if so act accordingly. - are any fuels (gas, meths, gas, bio etc) being carried in appropriate containers / packaging and stowed correctly. - 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. - does each cycling group have sufficient maps, route cards, compasses, gps, ICE card etc, suitably enclosed to cater for the weather conditions. - is a participant's briefing required covering issues such as: - 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. - cooking safely (if heat sources are used such as gas, meths, biofuels etc) - handling fuels, gas, gas appliances etc. - do leaders to consider carrying spare kit, clothes, food, drinks, survival bags etc. - is a support group required to carrying spare bike parts, helmets, hi viz, clothing etc and provide food, cakes, hot/cold drinks etc. NB Use cooking checklist if cooking is being undertaken.	
Manual Handling - ensure the route as far as possible avoids the need to lift bikes over styles, gates etc. - if appropriate are mechanical aids available to lift heavy kit and equipment during the cycling event. - is any lifting training/reminders required. - is all kit carried on bikes, whether in paniers, day sack etc, 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. Is the load on the bike balanced.	
Personal Hygiene and Well Being - 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. - are separate arrangements required to deal with feminine hygiene issues. - have issues such as ticks, mosquitos etc been taken account of eg wearing long trousers/shirts, insect repellent etc. - are checks in place to ensure everyone is eating and drinking adequately, and in a good temperament and any injuries have been dealt with quickly. - If any participant is taking regular medicines, they have them with them or with a designated person and take at the prescribed time. - 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. - has the event been assessed for needing measures to be put in place to identify health issues including emergency situations eg arm/wrist bands, id cards, stickers etc marked with the issue – EpiPen, serious allergy, gluten free etc.	
General Behaviour - are any participants likely to be unsafe due to their behaviour and appropriate measures taken. - have participants been briefed on behaviour	
Leadership - have leaders been briefed on their roles eg supervising, navigating etc. - are there sufficient leaders / helpers available to run the activity safely. - do the leaders and helpers running the activity have suitable experience to run the event safely. - does the event need an adventurous activity permit. You don't need a permit for cycling activities in Terrain Zero.	
Peer Led Activities - are the participants adequately trained and capable of completing the cycle ride. - is a supervision plan in place.	
Public and other users - have all participants been briefed on required behaviour and code of conduct.	
Accessibility / Inclusiveness / Health Issues - have accessibility, ability, disability, age, gender, dexterity, behavioural issues etc been taken account of in the planned event and route and any cycling groups set up. - has dietary, allergy or other health issues (asthma, weak bones, claustrophobia, vertigo etc) been taken account of for the cycle ride. Also have health forms be checked for people with allergies etc and minimise the potential contact/use of possible allergens or use alternatives. Examples issues: nuts in food etc - have the planned activities taken account of additional environmental hazards such as heatstroke, sunburn etc.	
Emergencies / Incidents - 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. - If groups are split into smaller groups for cycling consider whether the group leader needs to maintain a list of who is in each group and have their contact details and any details of any medical or other issues readily available. - 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. - are cycling groups equipped to cope with emergencies ie have first aid kits, storm shelters, survival bags, whistle, ropes, torches, survival bags, emergency foil blankets etc) as appropriate to the terrain and time of year. - 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.	
Emergency Access Routes - is the route accessible to emergency vehicles and in particular ambulances and within POR terrain 0 classification. - do emergency exit routes need defining to get back to a more accessible place in the event of an emergency	
First Aid / Injuries that need treatment - 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. - have first aid kits been inspected for out-of-date items and put aside/ replace. - check that no pills or medication is stored in general first aid kits and if any pills/medication is required it is stored separately. - are the details of the local A&E department, local doctors, pharmacies etc known. - are facilities available to securely store and if necessary, keep cool, any personal medication requirements for young people and someone to supervise the schedule of taking/administering medications. - is a support group required to provide a more extensive first aid kit/cover inc a dedicated first aider. - if appropriate have instructions been provided for certain diseases – ticks etc. - if required has an accident form / HQ process been completed.	
Security / Theft - have measures been put in place to minimise theft especially bikes left overnight. - 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.	
Safeguarding / Lost - are adequate supervision ratios in place. - has the route been assessed for being an area where stranger/public access is likely and appropriate measures been considered eg wearing of scarves, arm/wrist bands, group branded t-shirts etc. - is a clear procedure for handing over eg dropping off and collecting, young people, that is appropriate for the age ranges taking part, in place and parents informed of the details. - have all participants been briefed on how they should deal with strangers, the site layout / boundaries to stay within, the location of facilities, what to do if lost / separated, keeping in groups/accompanied by someone else, not wandering off, etc. - 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. - are there adequate maps and devices to ensure leaders know where they are at all times. - has a lost/separated person procedure been put in place. - is a 'In Case of Emergency' (ICE) form required and provided to participants. - consider the need for young people to use their own mobile phone.	
DBS / Scouting - are all adults (leaders and any helpers) and young leaders aware of current scouting guidelines eg yellow card etc or recent rule changes.	

Other Control Measures - do any adventurous activities providers or third-party organisations providing kit eg bikes etc, have the necessary insurance and activity permits, and if necessary, Scout Insurance (Unity) aware / confirmed activity covered. - have any injuries, near misses, loss or damage of property, faulty/unsafe equipment, out of date or missing first aid items, etc been reported to the Trustees for discussion at their regular meetings. - where vehicles (vans, lorries, minibuses etc) and/or trailers are used to transport kit and equipment, the person doing so has the necessary driving licence.	
Weather - has the weather forecast been monitored leading up to the event and appropriate adjustments made and bad weather activities ready if required. Are plans in place to monitor the weather during the event and adjust event as required. - are bike lights required	
Notes:	
Signed: Position:	Date: Review date: