



1st Kesgrave Scout Group

Twelve Acre Approach, Kesgrave, Suffolk IP5 1JF

Name of activity, section, event, and location	1 st Kesgrave Scout Group - Cycle Ride July 25	Date of risk assessment	1 July 2025	Name of person who undertook this risk assessment	Alan Comber
		Date of next review	n/a		

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?
A hazard is something that may cause harm or damage. The risk is the harm may occur from the hazard.	For example: young people, adult volunteers, visitors	Controls are ways of making the activity safer by removing or reducing the risk from it. For example, you may use a different piece of equipment, or you might change the way you do the activity.	Keep checking throughout the activity in case you need to change what you are doing or even stop the activity. This is a great place to add comments which will be used as part of the review.
Lone working – People on their own - risk of a medical or other incident occurring that cannot be dealt with adequately	Leaders and helpers	No one should be left cycling alone unless in an emergency or when no other option is available.	- everyone cycling is cycling in groups. - some support vehicles may require loan working but will be contactable at all times.
Traffic / other riders / dropping off / picking up measures - injuries from collisions between vehicles, bikes and people	All present	Routes chosen should be off-road or on quiet roads wherever possible or utilise designated cycle routes / cycle tracks. 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. Young people should be briefed specifically of the dangers of cycling on roads. If considered appropriate, all cycling group members to wear Hi-Viz vests or rucksack / day bag / pannier covers ie if there is a lot of road cycling or significant stretches beside busy roads etc.	- planned route starts and stops at the Scout Hall which has adequate room for dropping off and picking up. - planned stopping points are clearly identified on the maps. - a briefing will be held before setting off and details given to adults prior to event. - hivy vests or bag covers will be used.
Terrain / Route - Unsuitable terrain, steep descents	All present	The planned route should: Keep to routes that cycling is permitted ie not footpaths, motorways etc.	- route is classified as terrain level zero - river crossing will use a scheduled ferry

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		- Chosen route should avoid high-risk areas such as steep, rocky descents, paths besides steep drops, near water etc wherever possible. - Route should take account of the permit levels required for the event. No permits are required for terrain 0.	crossing.
Facilities – health and hygiene issues, injuries etc	All present	Consider whether toilets or other facilities are required along the route eg public toilets, booking village halls, asking shops, gazebos for shelter etc	- toilets available at Felixstowe Ferry, Bawdsey and Woodbridge
Electrical Considerations – electrocution, burns, fires etc	All present	For E-bikes: - disconnect batteries and unplug chargers when the charge cycle is complete. Don't leave items on charge continuously. - check the condition of batteries and look for dents, deformation and signs of overheating. Stop using or charging batteries as soon as any damage is noticed and replace it. - Charge batteries in a safe place: - Do not charge batteries where they may prevent escaping in the event of a fire. - Do not charge batteries close to combustible materials or hazardous substances. - Do not charge lithium-ion batteries where high temperatures or sunlight are to be expected. - Do not cover lithium-ion batteries whilst charging.	- only adults have ebikes. Adults will check their bikes.
Clothing / Personal kit - footwear and clothing. Cuts, stings etc	All present	Ensure any personal bikes used are road / route worthy and bike frame sizes are suitable for the rider. Unsuitable bikes should 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/bike issues.	- note sent to everyone to check bikes prior to the event. Bikes will be checked before setting off. - a kit list has been provided to all participants.
Food – health and hygiene issues etc	All present	Ensure food is planned for the cycle ride that takes account of the facilities available, that is nutritionally healthy and provides sufficient calories to cover the expected energy levels required and takes account of the dietary and allergy requirements of the participants.	- everyone will be bringing their own packed lunch but extra water, cakes etc will be available along the route.
Preparation - Unsuitable route, inexperience etc	All present	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. 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. The route should take account of the need for toilets during the event. Mark up routes with potential hazard spots – bad junctions, railway crossings, blind corners, steep slopes etc. Consider a recce beforehand especially for unfamiliar routes or to check out hazards, poor mobile signal availability etc.	- full route planning has been undertaken with notes added to the maps identifying areas of specific caution. - a recce has been undertaken and route modified accordingly. - a suitable number of leaders/support staff and vehicles are available for crossing guidance if required (support crew to wear high viz jackets) - details of the route has been given to adults prior to the event with the ability to download a gpx version.

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		The use of OS Maps or other electrical devices/applications (eg google maps / street view) should be considered to plan and check the route. 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. Suggest training before hand or cycling a reasonable distance to check how participants get on.	- training has been suggested. - invite covered outline details of cycle ride.
Event - injury and harm to participants		Before bikes are used ensure that: - 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. - seats are adjusted to the correct height (balls of feet can touch the ground on both sides when seated). - riders' feet can be easily released from pedals. If SPD's are used, ensure that riders using them are fully proficient in their use. - 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. Before setting off all kit, food, and clothing checked to ensure: - All participants are appropriately dressed for the anticipated weather, terrain etc, with no loose clothing likely to get caught in wheels, laces are tied etc, pockets emptied of inappropriate items eg smartphones, glasses, pens, medicines etc, that may cause injury or get broken during the activity - With any jewellery, hair etc appropriately worn for the activity – hair tied back, hair bands used, jewellery removed etc. - 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, - Individuals have everything they need (inc food, drink, spare kit / clothes, waterproofs first aid kit and emergency provisions). Check that any clothing, equipment or kit brought by participants is fit for purpose ie not damaged, unsafe or not suitable and act accordingly. Before setting off, everyone will be briefed appropriately about: - Good cycling practices including correct operation of brakes/gears, the risks of travelling too close to each other etc. - General cycling etiquette and consideration needed towards other road/track users - Highway Code / Waterway cycling code followed. - Extra care when encountering pedestrians or animals on the track and tow paths. - Riding on public highways will be in single file. - Give way to pedestrians no riding on footpaths as highway code.	- all leaders, support crew and participants will be briefed to check participants bikes and personal equipment to make sure it is safe before leaving at the start of the event. – - participants will be split into groups of ability and will be checked by riding adult group leaders. - a briefing will be held before setting off regarding cycling and the issues. - helmets will be worn by cyclist at all times - each cycling group will be given a pack of maps, contact details etc - spare kit will be carried by support vehicles as appropriate.

		- o Vehicles to give way to cyclists as highway code but assume this may not happen in real terms. • 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. • Road positioning and signalling - o 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. - o the need to clearly inform/signal to others behind if they are intending to slow down or stop (to avoid collisions from behind). • Choosing safe places to stop. • Where hazards are and controls needed. • 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. • Understanding where they are at all times, using maps, gps units, smart phones etc as appropriate. • Teams not to go off the pre-planned route and what to do if they do: - o 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. - o or if they can't achieve that, to find a suitable known point to get to where they can contact the support group for advice / assistance. • What to do if they need a toilet. • What to do if they are lost, off the route or separated. • What to do in bad weather / an emergency. 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. Participants split up into smaller manageable groups – ideally no more than 16. • 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. • there must be at least 3 in each cycling group. All participants to wear safety helmets at all times, to be checked visually for defects and ensure correct fitting before activity commences. 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.	
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		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. Steep descents to be strictly controlled by leaders, group members to dismount and walk where necessary. All crossings of public highways will be under direct control of leaders. Where styles, gates or fences must be crossed due care is taken. Do not enter any Military zones or Private Property. 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. 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. Consider a support group required to carry spare bike parts, bikes, helmets, hi viz, clothing etc and provide food, cakes, hot/cold drinks etc.	
Manual Handling – 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.	- carried kit will be checked for appropriateness. - care will be taken when lifting bikes on and off the ferry.
Personal Hygiene and Wellbeing - exhaustion, sunburn, Hyperthermia, eye strain, hypothermia, bites etc	All present	Encourage warm up/stretching routines before starting cycling. Ensure participants: • Drink enough and take adequate drinks with them (hot and/or cold) – dehydration. • 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. • Eating at regular intervals and eating enough. Stops provided as required - energy levels. • Wear correct clothing at all times – it is harder to warm up once you are cold. • Keeping things dry – once things are wet, they can take a long time to dry. • Stop for breaks – reorientation, rest. • Apply sun cream / wear hats in hot / sunny weather – sunburn. • Wear sunglasses if needed - eye strain. • Wear glasses if they need them. • Apply lip balm in cold/windy conditions. • Have any injuries looked at and dealt with appropriately and in a timely fashion.	- water and food will be available at staging points and via support group in emergencies. - support vehicles available to ensure event remains running if one or more people are unable to continue.

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		Have spare tissues / toilet paper. 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. 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. Take into consideration new scouts who may never have cycled before and consider buddying up with an older scout, young leader or nominate an adult leader to keep an eye on them.	
Leadership - Inappropriate Leadership	Leaders and Helpers	Adults will be briefed on their role and the cycling before they start cycling. Ideally adults will have experience of cycling on road and off-road using route maps. Groups will be led by the most experienced leaders and meet scouting supervision levels. Ensure all necessary permits and permissions are in place. You don't need a permit for activities in Terrain 0.	- all group leaders will be appropriately equipped to cope with emergencies (first aid kit, puncture repair kit and basic toolkit etc.) - quite a few of the adults have undertaken a cycle event before. - 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.
Peer Led Activities – unsuitable route, inadequate training		For peer led activities (typical scouts and explorers), ensure: - Leaders help with the planning, preparation and any training required. - Put in place a supervision plan to ensure that the group is monitored and supported and there are systems in place to make contact. The supervision plan should include: - Number of members taking part, so you know how many to count when you meet up. - Contact arrangements – checkpoints, shadowing, sweeping, use of technology. - Hazards / areas of risk. - Emergency plans.	n/a
Emergencies / Incidents	All present	Leaders have mobile 'phones – signal checked beforehand on pre-visit. Consider approaching local shops, homes, the public for help if appropriate. Consider a support group to help with issues.	- signal may be bad in some places. - cycling groups and support team will have contact details of all other adults. - purple card for more detail
Emergency access routes – delays in emergency services arriving and gaining access causing more harm	All present	Ensure emergency vehicles can reach you at all times. If route is off road at any points, consider identifying emergency exit routes to get back to a more accessible place.	- only a small section is off road and runs close to roads.

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First Aid / Injuries that need treatment	All present	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. Ensure there are sufficient qualified first aiders to deal with the overall numbers taking part. Consider having a dedicated first aider in a support group. Each cycling group should have a basic first aid kit and ensure there are sufficient first aid kits for the overall numbers taking part. Any support group should have a more extensive first aid kit. 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 young people / adult requiring treatment assessed by another adult. Car called for backup if required.	- at least one adult in each group will have a basic first aid certificate - leaders will carry a first aid kit and intouch/health forms. - support group will have a more extensive first aid kit.
Security / Theft – theft of bikes and cycling kit	All present	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. 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.	- participants warned not to leave their bikes unattended
Safeguarding / Lost - physical / mental harm, abduction	All present	Sufficient route maps should be carried by the leaders. Leaders to maintain awareness of their location at all times using maps, gps units, smart phones etc as appropriate. Cycling group headcounts or roll calls should be carried out periodically to check all participants are present. Any support group to maintain a list of who is in each cycling group and track any changes. Cycling groups stop at regular intervals and waits for everyone to regroup before continuing. Consider briefing everyone regarding procedure if lost/separated. Young people will be briefed regarding their response if approached inappropriately by a stranger, or if they are offered anything by a stranger. Consider providing all participants with an 'In Case of Emergency' (ICE) form which lists key leaders and facility contact details. Young people must be accompanied/visible by another person at all times (inc. visits to public toilets).	- cycling group leaders will have contact details of those they are cycling with along with in touch / health details - group leaders will also have contact details for all other groups and the support group. - a minimum of 2 adults will be cycling with each group. - yellow card for more detail - a WhatsApp group for the leaders will be set up for the event. - head counts will be taken at appropriate points. - in the case of a young person being lost and uncontactable a support vehicle will travel to the last known location along the route and failure to locate the individual will result in a phone call to the police, parents, GLV and DLV. The risk of this is low due to the adult/young person ration being high.
Weather	All present	Monitor the weather forecast in advance of the cycle ride and adjust accordingly - timings, kit taken, route etc. If the weather is looking too severe consider cancelling the cycle ride. Weather forecasts should be checked before setting out on the journey and monitored throughout. The route, timings and event should be adjusted as weather conditions dictate. Consider cancelling the event or abandoning during the event if the weather becomes too extreme or the participants are too cold or wet to continue safely or visibility	- contingency for adverse weather, parents will be asked to pick up their children if the event is abandoned. - support crew to transport bikes back to base in the event of event cancellation.

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		makes navigating very difficult. Alternative routes prepared for weather changes during the event including emergency exit routes. Any support group informed of any route changes at the first opportunity. Find shelter if required. If visibility is likely to be restricted due to the weather (dark, drizzle etc) then ensure bike lights are attached and used.	
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