



Risk Assessment (Covid 19)

Winchester CTC, a member group of Cycling UK

Assessment dated 16 September 2020

Carried out by Coronavirus (Welfare) Officer: Paul Howard

Identified activities	
Area	Activity
Information on task	Small group cycling on Winchester CTC official rides as advertised on its website, by social media and through mailing lists. Website = http://www.winchesterctc.org.uk
Persons at risk	Ride Leader Participants General public
Constraints	Group of riders not to exceed size advised by Cycling UK
Identification of hazards and accidents, hazard assessment and accident situations	<p>Hazards identified:</p> <ol style="list-style-type: none"> 1. Exposure to Covid 19 carrier 2. Development of Coronavirus infection in an individual and / or spread within and outside group 3. Reputation of Winchester CTC 4. Liability of Ride Leader and Winchester CTC 5. Liability of participants <p>Hazard assessment: The arrangement of group rides within Winchester CTC during the Covid 19 period is controlled via pre booking and limitation to small groups as per current national guidance or as currently advised by Cycling UK; national guidance also applies to any rest or refreshment stops.</p> <p>Ride Leaders are members of Cycling UK and registered with Cycling UK as Registered Ride Leaders; riders within the group may be members or guests (riding up to 3 times or under the Guest members scheme) whose contact details are known. Rides take place within the Winchester area and surrounding districts, details of which are shared with the group once it is formed.</p> <p>Accident areas identified:</p> <ul style="list-style-type: none"> • Transmission of Covid 19 infection through person to person contact from group member to others within group: exhalation, droplets, coughing, sneezing. • Transmission of Covid 19 infection through person to person contact from previously uninfected group member after taking part in ride/s: exhalation, droplets, coughing, sneezing. • Transmission of Covid 19 infection through contact with contaminated tool or bike part. • Transmission of Covid 19 infection through contact with contaminated water (water bottle) or food. • Riding accident involving third parties: ambulance staff, first aiders and other members of public.

Control measures

Hazard	Severity	Likelihood	Total	Risk Rating	Control Measures	Review mechanism
<p>1. Exposure to Covid 19 carrier</p> <p>a) Contracting or spreading the virus by people congregating in high traffic areas</p> <p>b) Contracting or spreading the virus by not social distancing</p> <p>c) Contracting or spreading the virus by not washing hands or not washing them properly</p> <p>d) Contracting or spreading the virus by sharing tools or equipment</p> <p>e) Contracting or spreading the virus by sharing food or water</p>	5	1	5	Moderate	<ul style="list-style-type: none"> • Follow current national guidance and rules on social distancing, hygiene and other measures including self isolation and testing. • Avoid cycling side by side. • After every contact with objects other than own bike, wash or use alcohol gel as appropriate, ensuring all parts of the hand are addressed. • Clean frequently touched surfaces often, such as bar grips, brakes levers etc., using appropriate products. • Use own tools/bikes, and do not share throughout the session if possible. • Ride planning will require more preparation from both Ride Leader and attendees. <ul style="list-style-type: none"> ◦ Many of the toilets in refreshment stops are no longer open or have restrictions, including closed toilets. Some public toilets are now starting to re open but the pattern is inconsistent. We may need to stop more. ◦ Refreshments, some Leaders will advise to bring own refreshments, some may try and organise stops where take away refreshments are available. Many refreshment stops will accept card 	<ul style="list-style-type: none"> • Ride Leader emails both Coronavirus Officer (welfare@winchesterctc.org.uk) and 'Ride feedback' (info@winchesterctc.org.uk) to report problems and completes Cycling UK Incident Form • https://www.cyclinguk.org/sites/default/files/document/2018/06/a4_portrait_cycling_uk_incident_report_form_editable_final.pdf • NHS website NHS website checked for up to date advice (https://www.nhs.uk)

Control measures

Hazard	Severity	Likelihood	Total	Risk Rating	Control Measures	Review mechanism
					<p>payments only.</p> <ul style="list-style-type: none"> • Take own water bottle to keep hydrated and do not share it. • If taking food, take what is needed for the day for oneself and do not share it. 	
<p>2. Development of Coronavirus infection in an individual and / or spread within and outside group</p> <p>a) Mechanical problems and repairs</p> <p>b) Feeling unwell during a ride</p> <p>c) Contracting or spreading the virus by performing first aid on somebody</p>	5	1	5	Moderate	<ul style="list-style-type: none"> • The Winchester CTC website has comprehensive Ride Leader guidance available about such problems (http://www.winchesterctc.org.uk). • If a rider has a mechanical problem on the ride, let the Ride Leader know; the Ride Leader will nominate someone to help if assistance is needed and instruct everyone else to remain away from the repair area. Gloves must be worn to avoid potential Covid 19 contact and spread; they are also a sensible precaution to keep hands clean of oil etc. Current advice is that face coverings should also be worn if social distancing is not possible. • If a rider feels unwell before the ride, especially with Covid 19 symptoms, or has an emergency, do not attend the ride start. • If a rider feels unwell on the ride, let the Ride Leader know; the Ride Leader will nominate someone to help, if assistance is needed, and tell everyone else to remain away. Ask affected person to cease participation and to contact the 	<ul style="list-style-type: none"> • Ride Leader emails both Coronavirus Officer (welfare@winchesterctc.org.uk) and 'Ride feedback' (info@winchesterctc.org.uk) to report problems and completes Cycling UK Incident Form • https://www.cyclinguk.org/sites/default/files/document/2018/06/a4_portrait_cycling_uk_incident_report_form_editable_final.pdf

Control measures

Hazard	Severity	Likelihood	Total	Risk Rating	Control Measures	Review mechanism
					<p>NHS.</p> <ul style="list-style-type: none"> In the event of any accident/medical problem, the scene is made safe and other traffic made aware that something has happened. An ambulance is called if necessary. Avoid moving the rider. If another vehicle is involved and an injury has occurred, call the police. Exchange mobile phone numbers. First Aid may be performed by those who are happy to give help or First Aid in accordance with national guidelines. An example: St John Ambulance Covid 19 advice for First Aiders https://www.sja.org.uk 	
<p>3. Reputation of Winchester CTC</p> <p>a) Somebody displaying Covid 19 symptoms during or within 14 days of an activity</p> <p>b) Adverse publicity through social media or news media</p>	3	2	6	Moderate	<p>Person displaying symptoms</p> <ul style="list-style-type: none"> Affected person asked to cease participation in activity. If noticed after event, contact Ride Leader or Coronavirus Officer asap and Look on the NHS website (https://www.nhs.uk) for the next steps. Alert other participants to possible risk and advise them you should share their contact information with NHS Track and Trace following national guidelines. <p>Adverse publicity</p> <ul style="list-style-type: none"> Information re publicity will be reported to 	<ul style="list-style-type: none"> Ride Leader emails both Coronavirus Officer (welfare@winchesterctc.org.uk) and 'Ride feedback' (info@winchesterctc.org.uk) to report problems and completes Cycling UK Incident Form Incident Form available at https://www.cyclinguk.org/sites/default/files/document/2018/06/a4_portrait_cycling_uk_incident_report_form_editable_final.

Control measures

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					<p>Winchester CTC, for example through:</p> <ul style="list-style-type: none"> ◦ Coronavirus (Welfare) Officer ◦ Secretary ◦ E-mails and/or websites ◦ Information seen on Social Media <ul style="list-style-type: none"> • Information shared with Secretary. • Committee arrange an extra-ordinary meeting, via video conferencing as necessary, for next steps. 	pdf
4. Liability of Ride Leader and Winchester CTC	2	1	2	Low	<ul style="list-style-type: none"> • Minimise contact where possible: keep group size to current guidelines. • Riders have a responsibility to read the current national guidance and follow the rules in place. • Winchester CTC has produced a Risk Assessment for its rides and all Registered Ride Leaders can access this on the website. • Pre ride briefing information is on the Winchester CTC website, which shares information from Cycling UK. • Cycling UK provides Organisers' Liability insurance for Cycling UK Member Group events, this covers members and those participating in the guest member scheme. 	<ul style="list-style-type: none"> • Ride Leader emails 'Ride feedback' (info@winchesterctc.org.uk) to report problems, completing Cycling UK Incident Form • Incident Form available at https://www.cyclinguk.org/sites/default/files/document/2018/06/a4_portrait_cycling_uk_incident_report_form_editable_final.pdf

Control measures						
Hazard	Severity	Likelihood	Total	Risk Rating	Control Measures	Review mechanism
					<ul style="list-style-type: none"> Help and advice is available for Ride Leaders on the website. 	
5. Liability of participants	2	1	2	Low	<ul style="list-style-type: none"> Cycling UK provides third party liability insurance for members, who are covered for any claims made against them for damage or injury up to £10 million. Riders have a responsibility to read the current national guidance and follow the rules in place. Bookings will have links to guidance on the website and ride checklist, participants must read the guidance to come on a ride 	<ul style="list-style-type: none"> Rider/s email 'Ride feedback' (info@winchesterctc.org.uk) to report problems

**S= Severity (1- insignificant, 5 – Catastrophic), L = Likelihood (1 – rare, 5 - Certain)
 Risk ratings (likelihood x severity) – Low (1– 3), Moderate (4-7), High (8-12) or Extreme (13-25)**