

## Cycling Best Practice Guidance Mar 24 V2

This Guidance is provided:

- a) To assist an Organiser in planning their event;
- b) To highlight risk assessment factors that they need to take into account; and
- c) To prompt event Organisers to include relevant hazards that should be highlighted in their event email / pre-event briefing.

### GROUP SIZE ADVICE:

For rides in any areas, it is recommended that the group size does not exceed 17, including the leader. A backmarker **MUST** be identified. It is at the leader's discretion if this number is slightly exceeded.

Hazard	Example incidents	Before Cycling	During or after cycle ride
<p><b><u>General planning considerations</u></b> (See below for details of specific hazards)</p>	<p>(See below for specific incidents)</p>	<p><b>Leader:</b> Carry out route assessment before the event. If practical pre-ride the route, otherwise study maps and other information. Minimise potential risks by avoiding heavily trafficked on-road sections with fast vehicular speeds, and difficult junctions with poor sightlines etc.</p> <p><b>Leader:</b> Advise (e.g. by email) cyclists in advance of the type of terrain, length of ride, appropriate footwear and any relevant hazards. Participants should be reminded that they <b>MUST</b> wear helmets.</p> <p><b>Leader:</b> Review forecasted weather conditions on the day prior to the ride and on the morning of the ride and be prepared to re-route or issue a late cancellation email if very poor weather is expected. It may be feasible to announce an adjusted start time to avoid bad weather, but if this is pursued, notification of revised time must occur at the very latest on the day before the ride, and not on the day. (An exception to the latter may occur if the ride takes place during an away residential trip.)</p> <p><b>Leader:</b> Either before ride or at the start enquire if there is someone who is prepared to act as a backmarker.</p> <p><b>Leader:</b> Be competent with map reading and navigation. Bring map and mobile phone and ensure <b>First Aid Kit is carried</b>.</p> <p>- Set a suitable pace and stop regularly to allow everyone to catch up. Count people.</p> <p><b>Everyone:</b> If you are first aid trained let the leader know.</p> <p><b>Everyone: must wear a helmet.</b> Ensure your cycle is suitably maintained and equipped for the ride. It is strongly recommended that a pump and puncture repair kit is carried. Ensure your bike's lights are operational, that you carry spare batteries for them or ensure that integral batteries are fully charged .</p>	<p><b>Leader:</b> If there is an accident, then co-ordinate a call for emergency services (different phones will have different reception). If bad reception, then you may need to ask two people to go and call for help.</p> <p><b>Leader:</b> If someone is injured it may be necessary to split the group. This will depend upon the number of leaders and any first-aiders available.</p> <p><b>Everyone:</b> Check your emails the evening before a ride and ideally also on the day of the ride before leaving home in the event of any late cancellation/adjusted start time.</p> <p><b>Everyone:</b> Keep an eye out for each other and help the leader where you can.</p> <p>- Keep up with the group and do not wander off.</p> <p>- If you need to stop for the toilet, let someone know.</p> <p><b>You must not leave the event without prior discussion with the Leader.</b></p> <p><b>Everyone:</b> If there is an accident then help leader by offering your mobile phone to call the emergency services.</p> <p><b>Everyone:</b> Be prepared (if asked) to be a Backmarker</p>

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<p><b><u>General planning considerations continued.</u></b> (See below for details of specific hazards)</p>	<p>(See below for specific incidents)</p>	<p><b>Everyone:</b> If on-road cycling is involved, you must ensure prior to participation that you are aware of the expectations of cyclists as set out in The Highway Code and ride accordingly.</p> <p><b>Everyone:</b> Ensure you are wearing appropriate clothing for cycling, including light-coloured or fluorescent clothing for daytime cycling, or reflective clothing/accessories if riding during darkness or poor light is expected.</p>	<p><b>Everyone:</b> If injured person cannot walk then keep them warm until the emergency services arrive.</p> <ul style="list-style-type: none"> <li>- Do not move the injured person if there is a chance of back injury.</li> <li>- If the injured person can walk, then move to safety.</li> </ul>
<p><b><u>Off-Road Terrain:</u></b> Roots, low branches, sharp plants. water-courses, hidden obstructions, sudden drops, burrows, quarries, cliffs, flying golf balls,</p>	<p>Trips, slips &amp; falls leading to sprains or broken limbs.</p>	<p><b>Leader:</b> Advise participants in advance of known particular locations of possible terrain hazards.</p>	<p><b>Everyone:</b> Keep away from edge of cliffs or rivers. Keep an eye out for golfers “teeing off” in your direction when near golf courses.</p>
<p><b><u>Water:</u></b> Sea, lakes, rivers, stagnant water.</p>	<p>Falling, drowning. Weil’s disease (leptospirosis) from still water.</p>	<p><b>Leader:</b> Advise participants of possible water hazards.</p> <ul style="list-style-type: none"> <li>- Check tides if required, especially if any causeway crossings are required.</li> <li>- Avoid entering the water at all times.</li> <li>- Cancel or re-route if conditions are bad.</li> </ul>	<p><b>Everyone:</b> Wash hands after contact with stagnant water and before eating/ drinking.</p> <p><b>Everyone:</b> Contact G.P. if flu-like symptoms are experienced within two months and let G.P. know that there is a possibility of Weil’s disease.</p>
<p><b><u>Hazardous weather:</u></b> Heavy rain, strong winds, flooding, fog, lightning.</p>	<p>Exposure, injury from debris, slippery surfaces, swept off bike, lightning strike, slipping/ falling off edges, avalanches.</p>	<p><b>Leader:</b> See also the weather-related comments under previous “General Planning Considerations” section.</p> <p><b>Leader:</b> Terminate or pause the ride immediately at a safe location should sudden extreme weather conditions render continuation of riding dangerous.</p> <p><b>Everyone :</b> Bring a waterproof top and ensure clothing appropriate for a long period of cycling is worn.</p>	<p><b>Leader:</b> Consider reversing route and going back.</p> <ul style="list-style-type: none"> <li>- Consider taking an alternative route back.</li> <li>- Consider taking shelter until conditions improve.</li> </ul> <p><b>Everyone:</b> Let leader know if you are feeling particularly cold.</p>

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<p><b><u>Hot weather:</u></b> Hot direct sun, high humidity, overall high temperature</p>	<p>Heatstroke, sun-burn or dehydration.</p>	<p><b>Leader:</b> Advise riders to bring plenty of water, and dress for hot weather. - Have drink stops. - Plan cooler shadier route if feasible.</p> <p><b>Everyone:</b> Carry enough water for the duration of the event (at least 2 litres recommended). Bring sun cream, sunglasses &amp; appropriate clothing.</p>	<p><b>Leader:</b> Find shade and have breaks. Allow time for people to have a drink.</p> <p><b>Leader:</b> Ride can be shortened.</p> <p><b>Everyone:</b> Let leader know if you are feeling particularly hot, dizzy or faint.</p>
<p><b><u>Cold weather:</u></b> Wind chill, plummeting temperatures</p>	<p>Losing surface grip and breaking bones, dehydration, hypothermia.</p>	<p><b>Leader:</b> Cancel event if icy road conditions are expected to develop. Advise riders to bring water, snacks and to dress for cold weather. - Have drink and snack stops. Keep stops short to lessen hypothermia risk. - Plan alternative routes if it becomes necessary to shorten the ride.</p> <p><b>Everyone:</b> Wear warm clothing under waterproofs. Wear gloves.</p>	<p><b>Leader:</b> Seek shelter and reassess route.</p> <p><b>Leader:</b> Ride can be shortened or curtailed.</p> <p><b>Everyone:</b> Let leader know if you are feeling particularly cold or numb.</p>
<p><b><u>Riders getting lost / separated</u></b></p>	<p>Exposure, risk of hypothermia, becoming disorientated.</p>	<p><b>Everyone:</b> Let leader know you are coming, so they know if there is going to be a large group.</p>	<p><b>Leader:</b> If you lose a person, retrace the route. Call them on their mobile phone. If dangerous conditions, call emergency services.</p> <p><b>Leader:</b> On residential trips, leave details of route, people count and estimated arrival time back at the accommodation venue. - Ensure the accommodation venue is made aware of safe group return.</p> <p><b>Everyone:</b> It is strongly recommended that you stay with the group. If you want to leave, <b>this MUST be discussed with the leader prior to your decision being final.</b> If you insist on leaving the group it will be your responsibility to get back.</p> <p>Always let the leader and accommodation venue know you have arrived back safely.</p>

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<b><u>Road traffic:</u></b>	Hit by a vehicle or animal.	<b>Leader:</b> Consider re-planning to avoid cycling during hours of darkness. If that cannot be avoided then remind riders of the importance of wearing reflective clothing/accessories such as belt, arm or ankle bands.	<b>Everyone:</b> Maintain concentration, good visibility and adherence to Highway Code. In particular, be considerate to the needs of other road users when riding in a group, e.g. providing vehicle overtaking opportunities.  <i>See Highway Code Rule 66 for cyclists regarding “two abreast” riding.</i> -Use designated cycle routes or facilities where available.
<b><u>Animals:</u></b> Loose dogs, snakes, bulls, cattle, horses.	Attacked, bitten or trampled	<b>Leader:</b> Advise before walk if there is a known problem.  <b>Everyone:</b> It is NOT recommended that DOGs attend IOG Cycling events.	<b>Leader:</b> Re-route around problems as they arise.  <b>Everyone:</b>  -Wash bites in clean water and cover. Contact 111 as soon as possible after walk.  -If anyone is bitten by a snake, contact emergency services immediately. The victim <b>must</b> be kept still.
<b><u>Insect: Bites.</u></b> <b><u>Spores from ferns:</u></b>	Allergic reaction, Lyme disease from ticks	<b>Leader:</b> Advise before walk if there is any particularly known problem location. Be aware, however, that tick bites can occur in any forest or field terrain.  <b>Everyone:</b> -Use insect repellent. -Keep skin covered. -Avoid bracken where possible.	<b>Everyone:</b> Tick Bites  It is suggested that ticks should be removed ASAP with tick removal tool. It important to keep the dead tick. In the event of rash or symptoms developing the tick can be tested to confirm Lymes disease. Seek advice on how to remove the tick. Report tick bites to <b>111</b> within 24 hours.  If you were not aware you had been bitten but develop a “target” rash, then visit your G.P. as soon as possible.

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<b><u>Medical / Fitness conditions</u></b>	Epileptic fit, heart attack, collapse due to exhaustion.	<p><b>Leader:</b> Ask if anyone who has a medical / fitness condition to let you know privately before setting off. Discuss the condition with them and consider the suitability of the ride. Be prepared to tell them that it would be too risky for them to participate.</p> <p><b>Everyone:</b> Let the leader know of any medical / fitness condition you have.</p> <p><b>Everyone:</b> Bring any suitable medication with you, and know how to use it.</p> <p><b>Everyone:</b> Be aware that some rides may be particularly strenuous due to length, gradients etc. The leader may feel that you are not suitable for a given ride. Try to accept this difficult situation with good grace.</p>	<p><b>Everyone:</b> It is your responsibility to tell the leader of any worsening of your medical / fitness condition. Work with the leader to agree a suitable plan of action.</p>
<b>Other Cyclists</b>	Collision		<p><b>Leader:</b> Advise riders to leave two or more bike lengths between riders when riding off-road. When riding on-road, advise riders to give plenty of notice when slowing or changing direction.</p> <p><b>Everyone:</b> Do as above. Point out surface hazards (potholes, manhole covers etc) to following riders.</p>