

	Description	Date
	British Cycling Guidance for Risk Assessment	01/05/2013
0.00	<a href="#">Adverse Weather Policy</a>	
0.10	Risk Assessment for Newbury Road Club including separate tabs for: Section 1 - risk assessments for specific start locations	28/07/2020
	<a href="#">Section 2 - general risk assessment for rides</a>	
	<a href="#">Section 3 - COVID risk assessments (not current)</a>	
	<a href="#">Section 4 - Adverse Weather Policy</a>	
0.20	Updated following first review (Group Organisers and selected Club riders)	29/07/2020
1.00	As approved for Pilot Rides 2nd August 2020	01/08/2020
1.01	<a href="#">Add start points for Newbury Marketplace. Added ID12 Cafe Selection in Covid Assessment (which had been included in pilot ride, but not captured in this risk assessment). ID4 in Ride Assessment was a duplicate (ID1), and has been replaced with requirement to check for minor's during pre-registration</a>	04/08/2020
1.02	<a href="#">Added start points for Pelican Lane, Newbury</a>	08/12/2020
1.03	Added 'special' start points at Pizzahut, Retail Park, Newbury and Acland Hall, ColdAsh	28/9/2020
1.04	<a href="#">Added Warf Street Car Park as alternative start location for overspill rides in Market Place</a>	6/12/2020
1.05	Added Burford Car Park and Southampton / Isle Of White to risk assessment. Updated assessments to refer to Spond for registration to events.	1/3/2021
1.06	Added Alresford and East Meon car parks for the South Downs rides.	12/04/2021
1.07	<a href="#">Stratford Park Car Park added for the Severn Bore ride</a>	27/04/2021
1.08	<a href="#">Added Bury Lane Car Park, West Ilsley for off road cycle.</a>	27/04/2021
2.00	Reviewed and revised to include slight changes to reflect latest Spond setup and first aid training. REMOVED staggered start times imposed to meet Covid restrictions and set recommended group size to 8 riders (in line with Club policy). Sections now have indexing: Section 1.x - risk assessments for specific start locations Section 2.x - general risk assessment for rides Section 3.x - COVID risk assessments (not current)	04/07/2023
	<a href="#">Market Place - Sunday mornings</a>	
	<a href="#">Pelican Lane - Midweek daytime rides</a>	
	<a href="#">The Wharf - Midweek Evening Rides</a>	
	<a href="#">Blue Coat Thatcham - Training Rides</a>	
	<a href="#">Donnington Car Park opposite Castle Pub - off-road rides</a>	
	<a href="#">Hermitage Village Hall Car Park - off-road rides</a>	
	<a href="#">Added Burghclere Sports and Social Club - for Test Valley 100</a>	
2.01	<a href="#">RA 1.16 added for off-road starting from Greenham Common, Pyle Hill Car Park</a>	23/08/2023
4.00	Adverse weather policy added + hyperlinks to other key sections in document	01/21/2025

**Adverse Weather Policy**

Rides should be cancelled when Amber or Red weather warnings are issued locally.

These warnings may relate to high wind or named storm but also extreme temperatures either sub-zero or high around and above 30 degrees mindful of humidity levels.

Yellow warnings are issued more frequently and may still lead to cancellation of rides.

Icy roads are a concern even if temperatures have risen in the morning.

High levels of surface water or Flood or Low visibility due to Fog particularly in Thames Valley are also concerns.

Riders may still choose to ride when Club ride is cancelled but must be aware they are not riding as a club ride.

Cancellation can be avoided where changes are made to start time or route that adequately mitigate the prevailing road conditions.

Ideally any such changes should be made or alerted up to 7pm in the evening prior to the ride.

## Risk Assessment - Newbury Market Place

Date of initial Assessment:

04-Aug-20

When completing this form you must complete sections 1a, 1d, 1e and 2a, and either section 1b or 1c prior to your first session. You must complete section 2b (by dating and initialling the relevant box) prior to every session. The entire Risk Assessment Form should be reviewed at appropriate regular intervals (eg six monthly).

The key variables associated with the risk assessment and the way in which they will be dealt with are as follows:

- 1) Start Location - a new start location for an event e.g. Burford Car Park, will REQUIRE a new risk assessment to be completed. These will form the basis for Approved start locations for the club.
- 2) The following will be DELEGATED to the pre-registration process, event communications and attendance registration processes (SPOND):
  - All attendees MUST have pre-registered their details and In Case of Emergency contact (ICE) with SPOND so they are available to Ride Leaders/Organisers.
  - The number of attendees and their names will be available from the event registration details
  - The Ride Leader will be able to identify Minors and their Guardians from the event registration details
  - The destination, digital route(s) and choice of cafe stop(s) to support size / number of groups will be published in the event
  - Allocation of Riders to separate sub-groups and/or start points/times (to meet prevailing e.g. COVID regulations) will be communicated prior to the ride departing
- 3) On the day communication to attendees prior to the departure will be via SPOND our event management App. Ride leaders will be able to advise attendees of likely risks, changes to weather, changes to route, cafe, road works etc on the day, or to advise attendees to take extra precautions (food, clothing, suncream etc).
- 4) Ride Leaders will split Large groups into subgroups of approximately 8 or less riders before departure, each with a nominated Ride Leader
- 5) Any guests (non-members) will be asked to pre-register via SPOND to join a ride event, although it is accepted that some guests may occasionally turn

1a Club Official and Riders					
Name of Activity:	Various distance and grade of Club Rides (e.g. 30 mile green, 45 mile blue and/or 60 mile red/black) will start from the Market Place  Each Club Ride will be a circular route following tarmacked roads with optional café stop and then returning to Newbury.				
Date / Time of activity	Sunday Mornings 9.00am for all rides	Start Location	The Marketplace		Generally too busy midweek or Saturdays
Club Ride Group:	Available within Spond				
No Riders:	Available within Spond	Ability:	Various dependent on length / pace of ride, with individuals asked to select a ride within their capabilities.	Any Minors?	Minors only allowed on rides when accompanied by parent / guardian
Club Official Managing Activity:	Club Ride Organiser / Ride Leader on the day	Tel No:	Available within Spond	Minor Name(s)	Available within Spond, together with Guardian details

1b Route	
Description/ location start:	The Marketplace, near The Old Town Hall, Newbury RG14 5AA: As there are monthly farmers markets at the venue, the start points are on the northern and western sides of the Marketplace. <b>Approved start points are in front of: A) Town Hall, B) Nat West Bank, C) Turkuaz, D) Cancer Research UK, E) Outside Zizzi building (further south along Market Place, from Triangle Travel), and support social distancing of groups if required (see picture).</b>  Each of the Ride Groups (e.g. 30 mile green, 45 mile blue or 60 mile red / black grade rides) will have separate destinations and cafe stops, with detailed routes published defining expected distance, elevation gained and average target cycling speed. Participants will be asked to pre-register their intent to join a particular Ride Group, and each Ride Group will be split into sub-groups of the recommended group size (generally 8 or less). Based on total numbers for a destination, a cafe will be chosen that is



Approximate length	Proposed route distances will be published as part of pre-registration event details
Approximate Height Gained	Elevation gained will be typically 1% of ride distance, which for a 30k ride is c300m, 70k ride is c700m and 100k is c1000m
Other potential users of route:	Club Riders should take extra care when approaching pedestrians, horses, tractors, other slow moving vehicles, cars etc.
Consideration of previous risk ass	N/A
Emergency Communication	This could be to the specified emergency contact and/or emergency services. The club recommends use of What3Words and/or GPS coordinates to confirm location to emergency services.

**1c Venue - to be completed if activity is occurring at a venue.**

Venue Name /	Marketplace, near The Old Town Hall, Newbury RG14 5AA is the primary start location for Newbury Club Rides		
Venue Contact	This will be the Club Ride Organiser - published before the specific ride date on the Ride Group lists		
Obtained and reviewed venue:	1. Health and Safety Policy	N/A	2. Normal Op Procedures
			N/A
			3. Emergency Op Procedures
			N/A
Consideration of previous risk ass	N/A		
Location Toilets	Nearest Public Toilets are at Wharf St / Warf Rd junction.		
Location of Changing Rooms	N/A Individuals should wear appropriate clothing for activity/distance and should take into account any forecast weather conditions.		
Location of nearest Telephone & how to dial out	All Riders should carry a mobile phone (if they have one), so that there is always at least one person able to make a call to the emergency contact for a rider or to the emergency services (if required). The ride organiser should have a copy of the emergency contact list.		

**1d First Aid**

Name of First Aider (if available)	There will be no formal first aiders on Club Rides, although many Ride Leaders have attended NRC sponsored First Aid training (and may carry a first aid kit). If there is an incident a member of the group should contact the Emergency Services (as appropriate).		Tel No.
First Aid Kit	Available	No	Location: N/A

**1e Person Conducting the Risk Assessment**

Date of risk	04-Jul-23		
Name	Newbury Road Club	Ride Organiser for event	Tel No.
Signature			Date:

## Risk Assessment - Wharf Road Car Park

Date of initial Assessment:

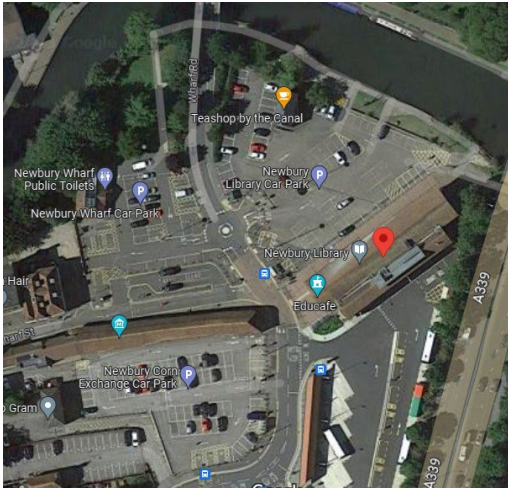
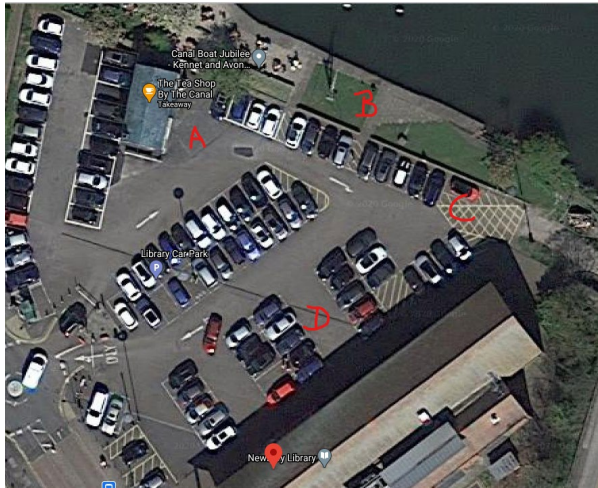
04-Aug-20

When completing this form you must complete sections 1a, 1d, 1e and 2a, and either section 1b or 1c prior to your first session. You must complete section 2b (by dating and initialling the relevant box) prior to every session. The entire Risk Assessment Form should be reviewed at appropriate regular intervals (eg six monthly).

The key variables associated with the risk assessment and the way in which they will be dealt with are as follows:

- 1) Start Location - a new start location for an event e.g. Burford Car Park, will REQUIRE a new risk assessment to be completed. These will form the basis for Approved start locations for the club.
- 2) The following will be DELEGATED to the pre-registration process, event communications and attendance registration processes (SPOND):
  - All attendees MUST have pre-registered their details and In Case of Emergency contact (ICE) with SPOND so they are available to Ride Leaders/Organisers.
  - The number of attendees and their names will be available from the event registration details
  - The Ride Leader will be able to identify Minors and their Guardians from the event registration details
  - The destination, digital route(s) and choice of cafe stop(s) to support size / number of groups will be published in the event
  - Allocation of Riders to separate sub-groups and/or start points/times (to meet prevailing e.g. COVID regulations) will be communicated prior to the ride departing
- 3) On the day communication to attendees prior to the departure will be via SPOND our event management App. Ride leaders will be able to advise attendees of likely risks, changes to weather, changes to route, cafe, road works etc on the day, or to advise attendees to take extra precautions (food, clothing, suncream etc).
- 4) Ride Leaders will split Large groups into subgroups of approximately 8 or less riders before departure, each with a nominated Ride Leader
- 5) Any guests (non-members) will be asked to pre-register via SPOND to join a ride event, although it is accepted that some guests may occasionally turn up without pre-registering, and in this instance the Ride Leader will ask for their contact and ICE details before they join the ride (and they will subsequently be invited to join SPOND before future rides)

1a Club Official and Riders					
Name of Activity:	Various distance and grade of Club Rides (e.g. 30 mile green, 45 mile blue and / or 60 mile red/black) will start from the Wharf Road Car Park  Each Club Ride will be a circular route following tarmacked roads with optional café stop and then returning to Newbury.				
Date / Time of activity	Midweek Evening Rides 6.00/6.30pm rides	Start Location	Newbury Wharf, Wharf Road, Newbury		Less busy start location for other than Sunday mornings
Club Ride Group:	Available within Spond				
No Riders:	Available within Spond	Ability:	Various dependent on length / pace of ride, with individuals asked to select a ride within their capabilities.	Any Minors?	Minors only allowed on rides when accompanied by parent / guardian
Club Official Managing Activity:	Club Ride Organiser / Ride Leader on the day	Tel No:	Available within Spond	Minor Name(s)	Available within Spond, together with Guardian details

1b Route	
Description/location start:	<p>The Wharf, south of Canal and just east of Wharf Road, Newbury RG14 5AU: Suitable for Sunday Morning or Evening rides as car park is empty and canal path is quiet. Note Wharf Road is single file for Buses, Taxis, Cycles and Pedestrians over the river with traffic lights. At other times this car park can be busy. <b>The start points are near A) The Tea Shop, B) The Canal Grass verge, C) The Library/Canal footpath junction, D) The Library car park and support social distancing of groups if required (illustration 2)</b></p> <p>Depending on the event there may be more than one Ride Group with varying intended ride difficulty e.g. 30 mile green, 45 mile blue or 60 mile red / black grade rides. Participants will be asked to pre-register their intent to join a specific ride Group via SPOND, and each Ride Group will be split into sub-groups of the recommended group size (generally 8 or less). Based on total numbers for a destination, a cafe will be chosen that is large enough for the group, or if necessary more than one cafe will be chosen.</p>
	 
Approximate length	Proposed route distances will be published as part of pre-registration event details

Approximate Height Gained	Elevation gained will be typically 1% of ride distance, which for a 30k ride is c300m, 70k ride is c700m and 100k is c1000m
Other potential users of route:	Club Riders should take extra care when approaching pedestrians, horses, tractors, other slow moving vehicles, cars etc.
Consideration of previous risk ass	N/A
Emergency Communication	This could be to the specified emergency contact and/or emergency services. The club recommends use of What3Words and/or GPS coordinates to confirm location to emergency services.

**1c Venue - to be completed if activity is occurring at a venue.**

Venue Name /	The Wharf, south of Canal and just east of Wharf Road, Newbury RG14 5AU		
Venue Contact	This will be the Club Ride Organiser - published before the specific ride date on the Ride Group lists		
Obtained and reviewed venue:	1. Health and Safety Policy	N/A	2. Normal Op Procedures
Consideration of previous risk ass	N/A		3. Emergency Op Procedures
Location Toilets	Nearest Public Toilets are at Wharf St / Warf Rd junction.		
Location of Changing Rooms	N/A	Individuals should wear appropriate clothing for activity/distance and should take into account any forecast weather conditions.	
Location of nearest Telephone & how to dial out	All Riders should carry a mobile phone (if they have one), so that there is always at least one person able to make a call to the emergency contact for a rider or to the emergency services (if required). The ride organiser should have a copy of the emergency contact list.		

**1d First Aid**

Name of First Aider (if available)	There will be no formal first aiders on Club Rides, although many Ride Leaders have attended NRC sponsored First Aid training (and may carry a first aid kit). If there is an incident a member of the group should contact the Emergency Services (as appropriate).		Tel No.
First Aid Kit	Available	No	Location: N/A

**1e Person Conducting the Risk Assessment**

Date of risk	04-Jul-23		
Name	Newbury Road Club	Ride Organiser for event	Tel No.
Signature			Date:

## Risk Assessment - Pelican Lane Car Park

Date of initial Assessment:

04-Aug-20

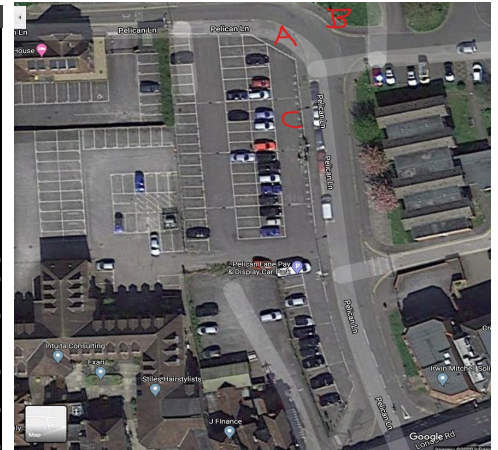
When completing this form you must complete sections 1a, 1d, 1e and 2a, and either section 1b or 1c prior to your first session. You must complete section 2b (by dating and initialling the relevant box) prior to every session. The entire Risk Assessment Form should be reviewed at appropriate regular intervals (eg six monthly).

The key variables associated with the risk assessment and the way in which they will be dealt with are as follows:

- 1) Start Location - a new start location for an event e.g. Burford Car Park, will REQUIRE a new risk assessment to be completed. These will form the basis for Approved start locations for the club.
- 2) The following will be DELEGATED to the pre-registration process, event communications and attendance registration processes (SPOND):
  - All attendees MUST have pre-registered their details and In Case of Emergency contact (ICE) with SPOND so they are available to Ride Leaders/Organisers.
  - The number of attendees and their names will be available from the event registration details
  - The Ride Leader will be able to identify Minors and their Guardians from the event registration details
  - The destination, digital route(s) and choice of cafe stop(s) to support size / number of groups will be published in the event
  - Allocation of Riders to separate sub-groups and/or start points/times (to meet prevailing e.g. COVID regulations) will be communicated prior to the ride departing
- 3) On the day communication to attendees prior to the departure will be via SPOND our event management App. Ride leaders will be able to advise attendees of likely risks, changes to weather, changes to route, cafe, road works etc on the day, or to advise attendees to take extra precautions (food, clothing, sunscreen etc).
- 4) Ride Leaders will split Large groups into subgroups of approximately 8 or less riders before departure, each with a nominated Ride Leader
- 5) Any guests (non-members) will be asked to pre-register via SPOND to join a ride event, although it is accepted that some guests may occasionally turn up without pre-registering.

1a Club Official and Riders					
Name of Activity:	Midweek daytime Club Rides from Pelican Lane Each Club Ride will be a circular route following tarmacked roads out to a destination / café stop and then returning to Newbury.				
Date / Time of activity:	Tues / Thurs Mornings 9.30am Available within Spond	Start Location	Pelican Lane, Newbury		Less busy start location for days other than Sunday mornings
Club Ride Group:	Available within Spond				
No Riders:	Available within Spond	Ability:	Various dependent on length / pace of ride, with individuals asked to select a ride within their capabilities.	Any Minors?	Minors only allowed on rides when accompanied by parent / guardian
Club Official Managing Activity:	Club Ride Organiser / Ride Leader on the day	Tel No:	Available within Spond	Minor Name(s)	Available within Spond, together with Guardian details

1b Route	
Description/ location start:	<p>Pelican Lane, near The British Legion, Newbury RG14 1NP: This is a quiet location away from the busy town centre. <b>Approved start points are outside the north-east corner of the car park, on Pelican Lane; see labelled start points: A) British Legion end of car park, B) across road outside British Legion, and C) Cross Keys end of car park near pay machines and support social distancing of groups if required (see picture).</b> Riders should be advised to keep social distance from pedestrians approaching the pay machines (as appropriate).</p> <p>At 9.30AM the car park is quiet, but it is still near the exit of a car park, so riders must take care and be aware of cars coming and going. However, the locations are on paved areas and provide sufficient space for social distancing.</p> <p>Depending on the event there may be more than one Ride Group with varying intended ride difficulty e.g. 30 mile green, 45 blue or 60 mile red / black grade rides. Participants will be asked to pre-register their intent to join a specific ride Group via SPOND, and each Ride Group will be split into sub-groups of the recommended group size (generally 8 or less). Based on total numbers for a</p>
Approximate length	Proposed route distances will be published as part of pre-registration event details
Approximate Height Gained	Elevation gained will be typically 1% of ride distance, which for a 30k ride is c300m, 70k ride is c700m and 100k is c1000m
Other potential users of route:	Club Riders should take extra care when approaching pedestrians, horses, tractors, other slow moving vehicles, cars etc.
Consideration of previous risk ass	N/A
Emergency Communication	This could be to the specified emergency contact and/or emergency services. The club recommends use of What3Words and/or GPS coordinates to confirm location to emergency services.



1c Venue - to be completed if activity is occurring at a venue.			
Venue Name /	Pelican Lane, near The British Legion, Newbury RG14 1NP		
Venue Contact	This will be the Club Ride Organiser - published before the specific ride date on the Ride Group lists		
Obtained and reviewed venue:	1. Health and Safety Policy	N/A	2. Normal Op Procedures
			N/A
			3. Emergency Op Procedures
			N/A
Consideration of previous risk ass	N/A		
Location Toilets	None		
Location of Changing Rooms	N/A		
Location of nearest Telephone & how to dial out	All Riders should carry a mobile phone (if they have one), so that there is always at least one person able to make a call to the emergency contact for a rider or to the emergency services (if required). The ride organiser should have a copy of the emergency contact list.		

1d First Aid			
Name of First Aider (if available)	There will be no formal first aiders on Club Rides, although many Ride Leaders have attended NRC sponsored First Aid training (and may carry a first aid kit). If there is an incident a member of the group should contact the Emergency Services (as appropriate).		Tel No.
First Aid Kit	Available	No	Location: N/A

1e Person Conducting the Risk Assessment			
Date of risk	04-Jul-23		
Name	Newbury Road Club	Ride Organiser for event	Tel No.
Signature			Date:

## Risk Assessment - Car Park, Oxford Road,

Date of initial Assessment:

04-May-21

When completing this form you must complete sections 1a, 1d, 1e and 2a, and either section 1b or 1c prior to your first session. You must complete section 2b (by dating and initialling the relevant box) prior to every session. The entire Risk Assessment Form should be reviewed at appropriate regular intervals (eg six monthly).

The key variables associated with the risk assessment and the way in which they will be dealt with are as follows:

1) Start Location - a new start location for an event e.g. Burford Car Park, will REQUIRE a new risk assessment to be completed. These will form the basis for Approved start locations for the club.

2) The following will be DELEGATED to the pre-registration process, event communications and attendance registration processes (SPOND):

- All attendees MUST have pre-registered their details and In Case of Emergency contact (ICE) with SPOND so they are available to Ride Leaders/Organisers.
- The number of attendees and their names will be available from the event registration details
- The Ride Leader will be able to identify Minors and their Guardians from the event registration details
- The destination, digital route(s) and choice of cafe stop(s) to support size / number of groups will be published in the event
- Allocation of Riders to separate sub-groups and/or start points/times (to meet prevailing e.g. COVID regulations) will be communicated prior to the ride departing

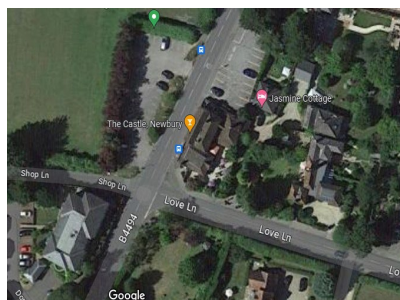
3) On the day communication to attendees prior to the departure will be via SPOND our event management App. Ride leaders will be able to advise attendees of likely risks, changes to weather, changes to route, cafe, road works etc on the day, or to advise attendees to take extra precautions (food, clothing, sunscreen etc).

4) Ride Leaders will split Large groups into subgroups of approximately 8 or less riders before departure, each with a nominated Ride Leader

5) Any guests (non-members) will be asked to pre-register via SPOND to join a ride event, although it is accepted that some guests may occasionally turn up without pre-registering and the Ride Leader will not be able to access their details before the ride has departed.

1a Club Official and Riders					
Name of Activity:	Off-road cycle - this location is well positioned for Snellsmore Common and local Brideways / Byeways				
Date / Time of activity	As specified in SPOND	Start Location	Donnington, Newbury RG14 3AA		
Club Ride Group:	Available within Spond	Approx 25 Miles			
No Riders:	Available within Spond	Ability:	Dependent on length and pace of ride. Groups selected on expected and known abilities.	Any Minors?	Minors only allowed on rides when accompanied by parent / guardian
Club Official Managing Activity:	Club Ride Organiser / Ride Leader on the day	Tel No:	Available within Spond	Minor Name(s)	Available within Spond, together with Guardian details

Description/location start:	Donnington, Newbury RG14 3AA: This is a free car park opposite The Castle Pub, Donnington. It is generally quiet in the evenings and off the main B4494 (near the western end of Love Lane)  This start point is close to the byway up to Donnington Castle and is suitable for routes out towards Snellsmore Common.  The Car Park could support social distancing in future (if required)  There may be more than one Ride Group. Participants will be asked to pre-register their intent to join a the ride via SPOND, and each Ride Group will be split into sub-groups of the recommended group size (generally 8 or less).				
Approximate length	Proposed route distances will be published as part of pre-registration ride details in Spond.				
Approximate Height Gained	Elevation gained will be higher than a normal road cycle as this does take in climbs up and over the Ridgeway. Typically this is greater than 1% of distance.				
Other potential users of route:	Club Riders should take extra care when approaching pedestrians, horses, tractors, other slow moving vehicles, cars etc.				
Consideration of previous risk ass	This is an off-road event, although it does take in some short sections of road. The Ridgeway is a popular destination for many people including horse riders and walkers with dogs. Dogs are sometimes off leads and greater care should be exercised due to their				
Emergency Communication	This could be to the specified emergency contact and/or emergency services. The club recommends use of What3Words and/or GPS coordinates to confirm location to emergency services.				



1c Venue - to be completed if activity is occurring at a venue.					
Venue Name /	Car Park, Donnington, Newbury RG14 3AA				
Venue Contact	This will be the Club Ride Organiser - published before the specific ride date on the Ride Group lists				
Obtained and reviewed venue:	N/A as this is a non-stop event.	N/A	N/A	N/A	N/A
Consideration of previous risk ass	N/A				
Location Toilets	None				
Location of Changing Rooms	N/A Individuals should wear appropriate clothing for activity/distance and should take into account any forecast weather conditions.				
Location of nearest Telephone & how to dial out	All Riders should carry a mobile phone (if they have one), so that there is always at least one person able to make a call to the emergency contact for a rider or to the emergency services (if required). The ride organiser should have a copy of the emergency contact list.				

1d First Aid			
Name of First Aider (if available)	There will be no formal first aiders on Club Rides, although many Ride Leaders have attended NRC sponsored First Aid training (and may carry First Aid kit). If there is an incident a member of the group should contact the Emergency Services (as appropriate). It is recommended that hosts should use the 'What3Words' app to identify their location should an incident occur.		Tel No. 999
First Aid Kit	Available	No	Location: N/A

1e Person Conducting the Risk Assessment			
Date of risk	04-Jul-23		
Name	Newbury Road Club	Ride Organiser for event:	Tel No.
Signature		Date:	



## Risk Assessment - Car Park, Bluecoat

Date of initial Assessment:

04-May-21

When completing this form you must complete sections 1a, 1d, 1e and 2a, and either section 1b or 1c prior to your first session. You must complete section 2b (by dating and initialling the relevant box) prior to every session. The entire Risk Assessment Form should be reviewed at appropriate regular intervals (eg six monthly).

The key variables associated with the risk assessment and the way in which they will be dealt with are as follows:

1) Start Location - a new start location for an event e.g. Burford Car Park, will REQUIRE a new risk assessment to be completed. These will form the basis for Approved start locations for the club.

2) The following will be DELEGATED to the pre-registration process, event communications and attendance registration processes (SPOND):

- All attendees MUST have pre-registered their details and In Case of Emergency contact (ICE) with SPOND so they are available to Ride Leaders/Organisers.
- The number of attendees and their names will be available from the event registration details
- The Ride Leader will be able to identify Minors and their Guardians from the event registration details
- The destination, digital route(s) and choice of safe stop(s) to support size / number of groups will be published in the event
- Allocation of Riders to separate sub-groups and/or start points/times (to meet prevailing e.g. COVID regulations) will be communicated prior to the ride departing

3) On the day communication to attendees prior to the departure will be via SPOND our event management App. Ride leaders will be able to advise attendees of likely risks, changes to weather, changes to route, cafe, road works etc on the day, or to advise attendees to take extra precautions (food, clothing, sunscreen etc).

4) Ride Leaders will split Large groups into subgroups of approximately 8 or less riders before departure, each with a nominated Ride Leader

5) Any guests (non-members) will be asked to pre-register via SPOND to join a ride event, although it is accepted that some guests may occasionally turn up without pre-registration and to this extent the Ride Leader will ask for their names and ICE details before starting the ride (and also will

1a Club Official and Riders					
Name of Activity:	Cycling events starting from east of Thatcham town centre. Faster training / fitness rides often use this location in the summer months.				
Date / Time of activity	As specified in SPOND	Start Location	Bluecoat School, Thatcham (RG18 4QN)		
Club Ride Group:	Available within Spond	Approx 25 Miles			
No Riders:	Available within Spond	Ability:	Dependent on length and pace of ride. Groups selected on expected and known abilities.	Any Minors?	Minors only allowed on rides when accompanied by parent / guardian
Club Official Managing Activity:	Club Ride Organiser / Ride Leader on the day	Tel No:	Available within Spond	Minor Name(s)	Available within Spond, together with Guardian details



Description/location start:	<p>This is a free car park next to the Bluecoat School. It is generally quiet in the evenings and off the main A4/Harts Hill junction, so car should be taking approaching/leaving the car park. Cyclists should use the cycle routes in both directions east/west on the A4 to approach the traffic lights by the junction with Harts Hill lane. During the day this is used by parents doing school dropoff and collection, and so this location would not be suited for events starting around school times i.e. 9am or 3-4pm.</p> <p>The car park has a height restriction, which would be a hazard to vehicles with roof mounted cycles</p> <p>The car park could support social distancing in future (if required)</p> <p>There may be more than one Ride Group. Participants will be asked to pre-register their intent to join a the ride via SPOND, and each Ride Group will be split into sub-groups of the recommended group size (generally 8 or less).</p>				
Approximate length	Proposed route distances will be published as part of pre-registration ride details in Spond.				
Approximate Height Gained	Elevation gained will be higher than a normal road cycle as this does take in climbs up and over the Ridgeway. Typically this is greater than 1% of distance.				
Other potential users of route:	Club Riders should take extra care when approaching pedestrians, horses, tractors, other slow moving vehicles, cars etc.				
Consideration of previous risk ass	This is an off-road event, although it does take in some short sections of road. The Ridgeway is a popular destination for many people including horse riders and walkers with dogs. Dogs are sometimes off leads and greater care should be exercised due to their				
Emergency Communication	This could be to the specified emergency contact and/or emergency services. The club recommends use of What3Words and/or GPS coordinates to confirm location to emergency services.				

1c Venue - to be completed if activity is occurring at a venue.					
Venue Name /	Car Park, Bluecoat School, Thatcham (RG18 4QN)				
Venue Contact	This will be the Club Ride Organiser - published before the specific ride date on the Ride Group lists				
Obtained and reviewed venue:	N/A	N/A	N/A	N/A	N/A
Consideration of previous risk ass	N/A				
Location Toilets	None				
Location of Changing Rooms	N/A Individuals should wear appropriate clothing for activity/distance and should take into account any forecast weather conditions.				
Location of nearest Telephone & how to dial out	All Riders should carry a mobile phone (if they have one), so that there is always at least one person able to make a call to the emergency contact for a rider or to the emergency services (if required). The ride organiser should have a copy of the emergency contact list.				

1d First Aid					
Name of First Aider (if available)	There will be no formal first aiders on Club Rides, although many Ride Leaders have attended NRC sponsored First Aid training (and may carry First Aid kit). If there is an incident a member of the group should contact the Emergency Services (as appropriate). It is recommended that hosts should use the 'What3Words' app to identify their location should an incident occur.			Tel No.	999
First Aid Kit	Available	No	Location:	N/A	

1e Person Conducting the Risk Assessment					
Date of risk	04-Jul-23				
Name	Newbury Road Club	Ride Organiser for event:		Tel No.	
Signature				Date:	

## Risk Assessment - Bury Lane Car Park, West

Date of initial Assessment:

04-May-21

When completing this form you must complete sections 1a, 1d, 1e and 2a, and either section 1b or 1c prior to your first session. You must complete section 2b (by dating and initialling the relevant box) prior to every session. The entire Risk Assessment Form should be reviewed at appropriate regular intervals (eg six monthly).

The key variables associated with the risk assessment and the way in which they will be dealt with are as follows:

1) Start Location - a new start location for an event e.g. Burford Car Park, will REQUIRE a new risk assessment to be completed. These will form the basis for Approved start locations for the club.

2) The following will be DELEGATED to the pre-registration process, event communications and attendance registration processes (SPOND):

- All attendees MUST have pre-registered their details and In Case of Emergency contact (ICE) with SPOND so they are available to Ride Leaders/Organisers.
- The number of attendees and their names will be available from the event registration details
- The Ride Leader will be able to identify Minors and their Guardians from the event registration details
- The destination, digital route(s) and choice of cafe stop(s) to support size / number of groups will be published in the event
- Allocation of Riders to separate sub-groups and/or start points/times (to meet prevailing e.g. COVID regulations) will be communicated prior to the ride departing

3) On the day communication to attendees prior to the departure will be via SPOND our event management App. Ride leaders will be able to advise attendees of likely risks, changes to weather, changes to route, cafe, road works etc on the day, or to advise attendees to take extra precautions (food, clothing, sunscreen etc).

4) Ride Leaders will split Large groups into subgroups of approximately 8 or less riders before departure, each with a nominated Ride Leader

5) Any guests (non-members) will be asked to pre-register via SPOND to join a ride event, although it is accepted that some guests may occasionally turn up without pre-registration and to this extent the Ride Leader will not be held responsible and ICF details before about the ride for details.

1a Club Official and Riders					
Name of Activity:	Off-road cycle start location with good access to The Ridgeway.				
Date / Time of activity	As specified in SPOND	Start Location	Bury Lane Car Park, West Ilsley (Ridgeway)		
Club Ride Group:	Available within Spond	Approx 25 Miles			
No Riders:	Available within Spond	Ability:	Dependent on length and pace of ride. Groups selected on expected and known abilities.	Any Minors?	Minors only allowed on rides when accompanied by parent / guardian
Club Official Managing Activity:	Club Ride Organiser / Ride Leader on the day	Tel No:	Available within Spond	Minor Name(s)	Available within Spond, together with Guardian details



Description/location start:	<p>Bury Lane Car Park, West Ilsley: This is a free car park either side of the road at the Ridgeway.</p> <p>Approved start points are marked in the car park: Depending on numbers the start points are labelled A and B in the picture for the car park. The car park is large enough to maintain social distancing for many groups of six.</p> <p>There may be more than one Ride Group. Participants will be asked to pre-register their intent to join a the ride via SPOND, and each Ride Group will be split into sub-groups of the recommended group size (generally 8 or less).</p>				
Approximate length	Proposed route distances will be published as part of pre-registration ride details in Spond.				
Approximate Height Gained	Elevation gained will be higher than a normal road cycle as this does take in climbs up and over the Ridgeway. Typically this is greater than 1% of distance.				
Other potential users of route:	Club Riders should take extra care when approaching pedestrians, horses, tractors, other slow moving vehicles, cars etc.				
Consideration of previous risk ass	This is an off-road event, although it does take in some short sections of road. The Ridgeway is a popular destination for many people including horse riders and walkers with dogs. Dogs are sometimes off leads and greater care should be exercised due to their				
Emergency Communication	This could be to the specified emergency contact and/or emergency services. The club recommends use of What3Words and/or GPS coordinates to confirm location to emergency services.				

1c Venue - to be completed if activity is occurring at a venue.					
Venue Name /	Bury Lane Car Park, West Ilsley (Ridgeway)				
Venue Contact	This will be the Club Ride Organiser - published before the specific ride date on the Ride Group lists				
Obtained and reviewed venue:	N/A as this is a non-stop event.	N/A	N/A	N/A	N/A
Consideration of previous risk ass	N/A				
Location Toilets	None				
Location of Changing Rooms	N/A Individuals should wear appropriate clothing for activity/distance and should take into account any forecast weather conditions.				
Location of nearest Telephone & how to dial out	All Riders should carry a mobile phone (if they have one), so that there is always at least one person able to make a call to the emergency contact for a rider or to the emergency services (if required). The ride organiser should have a copy of the emergency contact list.				

1d First Aid					
Name of First Aider (if available)	There will be no formal first aiders on Club Rides, although many Ride Leaders have attended NRC sponsored First Aid training (and may carry First Aid kit). If there is an incident a member of the group should contact the Emergency Services (as appropriate). It is recommended that hosts should use the 'What3Words' app to identify their location should an incident occur.			Tel No.	999
First Aid Kit	Available	No	Location:	N/A	

1e Person Conducting the Risk Assessment					
Date of risk	04-May-21				
Name	Newbury Road Club	Ride Organiser for event:	Tel No.		
Signature				Date:	

## Risk Assessment - Stratford Park Car Park,

Date of initial Assessment:

04-Aug-20

When completing this form you must complete sections 1a, 1d, 1e and 2a, and either section 1b or 1c prior to your first session. You must complete section 2b (by dating and initialling the relevant box) prior to every session. The entire Risk Assessment Form should be reviewed at appropriate regular intervals (eg six monthly).

The key variables associated with the risk assessment and the way in which they will be dealt with are as follows:

1) Start Location - a new start location for an event e.g. Burford Car Park, will REQUIRE a new risk assessment to be completed. These will form the basis for Approved start locations for the club.

2) The following will be DELEGATED to the pre-registration process, event communications and attendance registration processes (SPOND):

- All attendees MUST have pre-registered their details and In Case of Emergency contact (ICE) with SPOND so they are available to Ride Leaders/Organisers.

- The number of attendees and their names will be available from the event registration details  
 - The Ride Leader will be able to identify Minors and their Guardians from the event registration details  
 - The destination, digital route(s) and choice of cafe stop(s) to support size / number of groups will be published in the event  
 - Allocation of Riders to separate sub-groups and/or start points/times (to meet prevailing e.g. COVID regulations) will be communicated prior to the ride departing

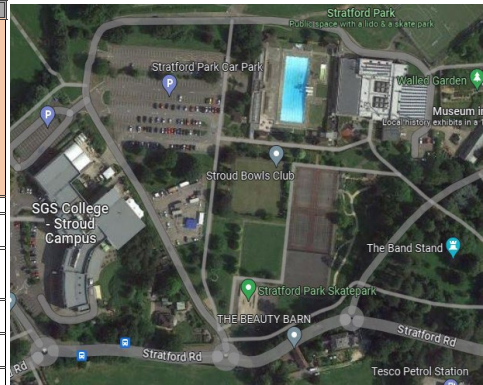
3) On the day communication to attendees prior to the departure will be via SPOND our event management App. Ride leaders will be able to advise attendees of likely risks, changes to weather, changes to route, cafe, road works etc on the day, or to advise attendees to take extra precautions (food, clothing, sunscreen etc).

4) Ride Leaders will split Large groups into subgroups of approximately 8 or less riders before departure, each with a nominated Ride Leader

5) Any guests (non-members) will be asked to pre-register via SPOND to join a ride event, although it is accepted that some guests may occasionally turn

1a Club Official and Riders					
Name of Activity:	Weekend Club Rides from East Meon for the South Downs. The Ride will be a circular route following tarmacked roads out to a destination / cafe stop and then returning to East Meon.				
Date / Time of activity	As specified in SPOND	Start Location	Stratford Park Car Park, Stroud GL5 4AH		
Club Ride Group:	Available within Spond				
No Riders:	Available within Spond	Ability:	Dependent on length and pace of ride. Groups selected on expected and known abilities.	Any Minors?	Minors only allowed on rides when accompanied by parent / guardian
Club Official Managing Activity:	Club Ride Organiser / Ride Leader on the day	Tel No:	Available within Spond	Minor Name(s)	Available within Spond, together with Guardian details

Description/ location start:	Stratford Park Car Park, Stroud GL5 4AH: This is a free car park that serves the Park, Museum and Leisure Centre. It is free to park. The car park is large enough to maintain social distancing of groups if required. Depending on the event there may be more than one Ride Group. Participants will be asked to pre-register their intent to join a specific ride Group via SPOND, and each Ride Group will be split into sub-groups of the recommended group size (generally 8 or less). Based on total numbers for a destination, a cafe will be chosen that is large enough for the group, or if necessary more than one cafe will be chosen.				
Approximate length	Proposed route distances will be published as part of pre-registration ride details				
Approximate Height Gained	Elevation gained will be typically 1% of ride distance, which for a 30k ride is c300m, 70k ride is c700m and 100k is c1000m				
Other potential users of route:	Club Riders should take extra care when approaching pedestrians, horses, tractors, other slow moving vehicles, cars etc.				
Consideration of previous risk ass	N/A				
Emergency Communication	This could be to the specified emergency contact and/or emergency services. The club recommends use of What3Words and/or GPS coordinates to confirm location to emergency services.				



1c Venue - to be completed if activity is occurring at a venue.			
Venue Name /	Stratford Park Car Park, Stroud		
Venue Contact	This will be the Club Ride Organiser - published before the specific ride date on the Ride Group lists		
Obtained and reviewed venue:	1. Health and Safety Policy	N/A	2. Normal Op Procedures N/A
			3. Emergency Op Procedures N/A
Consideration of previous risk ass	N/A		
Location Toilets	None		
Location of Changing Rooms	N/A		
Location of nearest Telephone & how to dial out	All Riders should carry a mobile phone (if they have one), so that there is always at least one person able to make a call to the emergency contact for a rider or to the emergency services (if required). The ride organiser should have a copy of the emergency contact list.		

1d First Aid			
Name of First Aider (if available)	There will be no formal first aiders on Club Rides, although many Ride Leaders have attended NRC sponsored First Aid training (and may carry a first aid kit). If there is an incident a member of the group should contact the Emergency Services (as appropriate).		Tel No. 999
First Aid Kit	Available	Y/N	Location: N/A

1e Person Conducting the Risk Assessment			
Date of risk	27-Apr-21		
Name	Newbury Road Club	Ride Organiser for event	Tel No.
Signature			Date:

## Risk Assessment - Village Car Park, East

Date of initial Assessment:

04-Aug-20

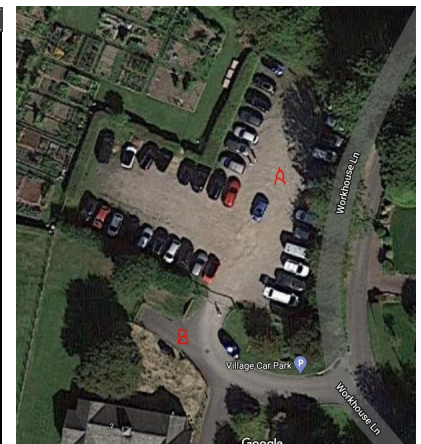
When completing this form you must complete sections 1a, 1d, 1e and 2a, and either section 1b or 1c prior to your first session. You must complete section 2b (by dating and initialing the relevant box) prior to every session. The entire Risk Assessment Form should be reviewed at appropriate regular intervals (eg six monthly).

The key variables associated with the risk assessment and the way in which they will be dealt with are as follows:

- 1) Start Location - a new start location for an event e.g. Burford Car Park, will REQUIRE a new risk assessment to be completed. These will form the basis for Approved start locations for the club.
- 2) The following will be DELEGATED to the pre-registration process, event communications and attendance registration processes (SPOND):
  - All attendees MUST have pre-registered their details and In Case of Emergency contact (ICE) with SPOND so they are available to Ride Leaders/Organisers.
  - The number of attendees and their names will be available from the event registration details
  - The Ride Leader will be able to identify Minors and their Guardians from the event registration details
  - The destination, digital route(s) and choice of cafe stop(s) to support size / number of groups will be published in the event
  - Allocation of Riders to separate sub-groups and/or start points/times (to meet prevailing e.g. COVID regulations) will be communicated prior to the ride departing
- 3) On the day communication to attendees prior to the departure will be via SPOND our event management App. Ride leaders will be able to advise attendees of likely risks, changes to weather, changes to route, cafe, road works etc on the day, or to advise attendees to take extra precautions (food, clothing, sunscreen etc).
- 4) Ride Leaders will split Large groups into subgroups of approximately 8 or less riders before departure, each with a nominated Ride Leader
- 5) Any guests (non-members) will be asked to pre-register via SPOND to join a ride event, although it is accepted that some guests may occasionally turn up without pre-registering, and in this instance the Ride Leader will ask for their contact and ICE details before they join the ride (and they will subsequently be

1a Club Official and Riders					
Name of Activity:	Weekend Club Rides from East Meon for the South Downs. The Ride will be a circular route following tarmacked roads out to a destination / café stop and then returning to East Meon.				
Date / Time of activity	Sunday Morning as specified in SPOND	Start Location	Village Car Park, East Meon, GU32 1PF		
Club Ride Group:	Available within Spond				
No Riders:	Available within Spond	Ability:	Dependent on length and pace of ride. Groups selected on expected and known abilities.	Any Minors?	Minors only allowed on rides when accompanied by parent / guardian
Club Official Managing Activity:	Club Ride Organiser / Ride Leader on the day	Tel No:	Available within Spond	Minor Name(s)	Available within Spond, together with Guardian details

Description/ location start:	Village Car Park, East Meon, GU32 1PF: This is a very quiet location on the edge of the village.  Approved start points are marked in the car park: labelled start points A and B in the picture for the park. The car park is free and can be busy with walkers, allotment holders and village hall attendance. The car park has a height barrier and drivers must be aware of the height restriction. The car park is large enough to maintain social distancing for two groups of six.  Depending on the event there may be more than one Ride Group. Participants will be asked to pre-register their intent to join a specific ride Group via SPOND, and each Ride Group will be split into sub-groups of the recommended group size (generally 8 or less). Based on total numbers for a destination, a cafe will be chosen that is large enough for the group, or if necessary more than one cafe will be chosen.
Approximate length	Proposed route distances will be published as part of pre-registration ride details
Approximate Height Gained	Elevation gained will be typically 1% of ride distance, which for a 30k ride is c300m, 70k ride is c700m and 100k is c1000m
Other potential users of route:	Club Riders should take extra care when approaching pedestrians, horses, tractors, other slow moving vehicles, cars etc.
Consideration of previous risk ass	N/A
Emergency Communication	This could be to the specified emergency contact and/or emergency services. The club recommends use of What3Words and/or GPS coordinates to confirm location to emergency services.



1c Venue - to be completed if activity is occurring at a venue.	
Venue Name /	Village Car Park, East Meon
Venue Contact	This will be the Club Ride Organiser - published before the specific ride date on the Ride Group lists
Obtained and reviewed venue:	1. Health and Safety Policy N/A 2. Normal Op Procedures N/A 3. Emergency Op Procedures N/A
Consideration of previous risk ass	N/A
Location Toilets	None
Location of Changing Rooms	N/A Individuals should wear appropriate clothing for activity/distance and should take into account any forecast weather conditions.
Location of nearest Telephone & how to dial out	All Riders should carry a mobile phone (if they have one), so that there is always at least one person able to make a call to the emergency contact for a rider or to the emergency services (if required). The ride organiser should have a copy of the emergency contact list.

1d First Aid			
Name of First Aider (if available)	There will be no formal first aiders on Club Rides, although many Ride Leaders have attended NRC sponsored First Aid training (and may carry a first aid kit). If there is an incident a member of the group should contact the Emergency Services (as appropriate).	Tel No.	999
First Aid Kit	Available	No	Location: N/A

1e Person Conducting the Risk Assessment			
Date of risk	12-Apr-21		
Name	Newbury Road Club	Ride Organiser for event	Tel No.
Signature			Date:

## Risk Assessment - Station Car Park and

Date of initial Assessment:

04-Aug-20

When completing this form you must complete sections 1a, 1d, 1e and 2a, and either section 1b or 1c prior to your first session. You must complete section 2b (by dating and initialling the relevant box) prior to every session. The entire Risk Assessment Form should be reviewed at appropriate regular intervals (eg six monthly).

The key variables associated with the risk assessment and the way in which they will be dealt with are as follows:

1) Start Location - a new start location for an event e.g. Burford Car Park, will REQUIRE a new risk assessment to be completed. These will form the basis for Approved start locations for the club.

2) The following will be DELEGATED to the pre-registration process, event communications and attendance registration processes (SPOND):

- All attendees MUST have pre-registered their details and In Case of Emergency contact (ICE) with SPOND so they are available to Ride Leaders/Organisers.
- The number of attendees and their names will be available from the event registration details
- The Ride Leader will be able to identify Minors and their Guardians from the event registration details
- The destination, digital route(s) and choice of cafe stop(s) to support size / number of groups will be published in the event
- Allocation of Riders to separate sub-groups and/or start points/times (to meet prevailing e.g. COVID regulations) will be communicated prior to the ride departing

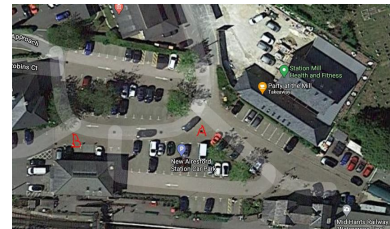
3) On the day communication to attendees prior to the departure will be via SPOND our event management App. Ride leaders will be able to advise attendees of likely risks, changes to weather, changes to route, cafe, road works etc on the day, or to advise attendees to take extra precautions (food, clothing, sunscreen etc).

4) Ride Leaders will split Large groups into subgroups of approximately 8 or less riders before departure, each with a nominated Ride Leader

5) Any guests (non-members) will be asked to pre-register via SPOND to join a ride event, although it is accepted that some guests may occasionally turn

1a Club Official and Riders					
Name of Activity:	Weekend Club Rides from Alresford Each Club Ride will be a circular route following tarmacked roads out to a destination / café stop and then returning to Alresford.				
Date / Time of activity	Sunday Morning as specified in SPOND	Start Location	Station Car Park (45 mile group) Post Code SO24 9JL	Start Location	Jacklyns Lane Car Park (30 mile group) Post Code SO24 9FD
Club Ride Group:	Available within Spond				
No Riders:	Available within Spond	Ability:	Various dependent on length / pace of ride, with individuals asked to select a ride within their capabilities.	Any Minors?	Minors only allowed on rides when accompanied by parent / guardian
Club Official Managing Activity:	Club Ride Organiser / Ride Leader on the day	Tel No:	Available within Spond	Minor Name(s)	Available within Spond, together with Guardian details

Description/ location start:	Station Road Car Park, Alresford, SO24 9JL: This is a quiet location away from the busy town centre. Jacklyns Lane Car Park, Alresford, SO24 9FD: This is a quiet location away from the busy town centre.  Approved start points are marked in the car park: labelled start points A and B in the pictures for both car parks. The car parks are currently free on Sundays and can be busy when the Watercress Line Railway is operating. The town is very popular with many cars and cyclists at peak times. Cyclists should be aware of traffic entering and exiting the car parks, particularly along Station Road. The car park is large enough to maintain social distancing for two groups of six in each.  Depending on the event there may be more than one Ride Group with varying intended ride difficulty e.g. 30 mile green, 45 mile blue or 60 mile red / black. Participants will be asked to pre-register their intent to join a specific ride Group via SPOND, and each Ride Group will be split into sub-groups of the recommended group size (generally 8 or less). Based on total numbers for a destination, a				
Approximate length	Proposed route distances will be published as part of pre-registration ride details				
Approximate Height Gained	Elevation gained will be typically 1% of ride distance, which for a 30k ride is c300m, 70k ride is c700m and 100k is c1000m				
Other potential users of route:	Club Riders should take extra care when approaching pedestrians, horses, tractors, other slow moving vehicles, cars etc.				
Consideration of previous risk ass	N/A				
Emergency Communication	This could be to the specified emergency contact and/or emergency services. The club recommends use of What3Words and/or GPS coordinates to confirm location to emergency services.				



1c Venue - to be completed if activity is occurring at a venue.					
Venue Name /	Station Road and Jacklyns Road Car Parks				
Venue Contact	This will be the Club Ride Organiser - published before the specific ride date on the Ride Group lists				
Obtained and reviewed venue:	1. Health and Safety Policy	N/A	2. Normal Op Procedures	N/A	
Consideration of previous risk ass	N/A				
Location Toilets	None				
Location of Changing Rooms	N/A Individuals should wear appropriate clothing for activity/distance and should take into account any forecast weather conditions.				
Location of nearest Telephone & how to dial out	All Riders should carry a mobile phone (if they have one), so that there is always at least one person able to make a call to the emergency contact for a rider or to the emergency services (if required). The ride organiser should have a copy of the emergency contact list.				

1d First Aid						
Name of First Aider (if available)	There will be no formal first aiders on Club Rides, although many Ride Leaders have attended NRC sponsored First Aid training (and may carry a first aid kit). If there is an incident a member of the group should contact the Emergency Services (as appropriate)				Tel No.	999
First Aid Kit	Available	No	Location:	N/A		

1e Person Conducting the Risk Assessment						
Date of risk	12-Apr-21					
Name	Newbury Road Club	Ride Organiser for event			Tel No.	
Signature					Date:	

## Risk Assessment - Acland Car Park

Date of initial Assessment:

04-Aug-20

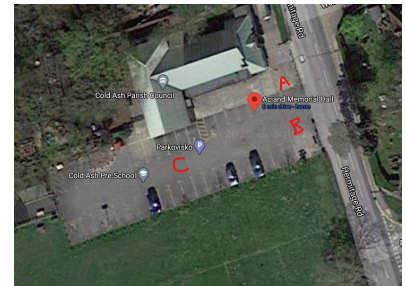
When completing this form you must complete sections 1a, 1d, 1e and 2a, and either section 1b or 1c prior to your first session. You must complete section 2b (by dating and initialling the relevant box) prior to every session. The entire Risk Assessment Form should be reviewed at appropriate regular intervals (eg six monthly).

The key variables associated with the risk assessment and the way in which they will be dealt with are as follows:

- 1) Start Location - a new start location for an event e.g. Burford Car Park, will REQUIRE a new risk assessment to be completed. These will form the basis for Approved start locations for the club.
- 2) The following will be DELEGATED to the pre-registration process, event communications and attendance registration processes (SPOND):
  - All attendees MUST have pre-registered their details and In Case of Emergency contact (ICE) with SPOND so they are available to Ride Leaders/Organisers.
  - The number of attendees and their names will be available from the event registration details
  - The Ride Leader will be able to identify Minors and their Guardians from the event registration details
  - The destination, digital route(s) and choice of cafe stop(s) to support size / number of groups will be published in the event
  - Allocation of Riders to separate sub-groups and/or start points/times (to meet prevailing e.g. COVID regulations) will be communicated prior to the ride departing
- 3) On the day communication to attendees prior to the departure will be via SPOND our event management App. Ride leaders will be able to advise attendees of likely risks, changes to weather, changes to route, cafe, road works etc on the day, or to advise attendees to take extra precautions (food, clothing, sunscreen etc).
- 4) Ride Leaders will split Large groups into subgroups of approximately 8 or less riders before departure, each with a nominated Ride Leader
- 5) Any guests (non-members) will be asked to pre-register via SPOND to join a ride event, although it is accepted that some guests may occasionally turn

1a Club Official and Riders					
Name of Activity:	Mid-week & Weekend Club Rides from Acland Hall Each Club Ride will be a circular route following tarmacked roads out to a destination / café stop and then returning to ColdAsh.				
Date / Time of activity	Sunday Mornings as specified in SPOND	Start Location	Acland Hall, ColdAsh	Start Location	
Club Ride Group:	Available within Spond				
No Riders:	Available within Spond	Ability:	Various dependent on length / pace of ride, with individuals asked to select a ride within their capabilities.	Any Minors?	Minors only allowed on rides when accompanied by parent / guardian
Club Official Managing Activity:	Club Ride Organiser / Ride Leader on the day	Tel No:	Available within Spond	Minor Name(s)	Available within Spond, together with Guardian details

Description/location start:	Acland Hall car park, Hermitage Rd, Cold Ash, Thatcham RG18 9JH: This is a quiet location away from the busy town centre. Approved start points are marked in the car park: labelled start points A, B and C in the picture. This is near the exit of a car park, so riders must take care and be aware of cars coming and going. However, the locations are on paved areas and provide sufficient space for social distancing.  Depending on the event there may be more than one Ride Group with varying intended ride difficulty e.g. 30 mile green, 45 mile blue or 60 mile red / black. Participants will be asked to pre-register their intent to join a specific ride Group via SPOND, and each Ride Group will be split into sub-groups of the recommended group size (generally 8 or less). Based on total numbers for a destination, a cafe will be chosen that is large enough for the group, or if necessary more than one cafe will be chosen.				
Approximate length	Proposed route distances will be published as part of pre-registration ride details				
Approximate Height Gained	Elevation gained will be typically 1% of ride distance, which for a 30k ride is c300m, 70k ride is c700m and 100k is c1000m				
Other potential users of route:	Club Riders should take extra care when approaching pedestrians, horses, tractors, other slow moving vehicles, cars etc.				
Consideration of previous risk ass	N/A				
Emergency Communication	This could be to the specified emergency contact and/or emergency services. The club recommends use of What3Words and/or GPS coordinates to confirm location to emergency services.				



1c Venue - to be completed if activity is occurring at a venue.					
Venue Name /	Acland Memorial Hall Car Park				
Venue Contact	This will be the Club Ride Organiser - published before the specific ride date on the Ride Group lists				
Obtained and reviewed venue:	1. Health and Safety Policy	N/A	2. Normal Op Procedures	N/A	3. Emergency Op Procedures
Consideration of previous risk ass	N/A				
Location Toilets	None (unless Hall is being hired)				
Location of Changing Rooms	N/A Individuals should wear appropriate clothing for activity/distance and should take into account any forecast weather conditions.				
Location of nearest Telephone & how to dial out	All Riders should carry a mobile phone (if they have one), so that there is always at least one person able to make a call to the emergency contact for a rider or to the emergency services (if required). The ride organiser should have a copy of the emergency contact list.				

1d First Aid					
Name of First Aider (if available)	There will be no formal first aiders on Club Rides, although many Ride Leaders have attended NRC sponsored First Aid training (and may carry a first aid kit). If there is an incident a member of the group should contact the Emergency Services (as appropriate).				Tel No.
First Aid Kit	Available	No	Location:	N/A	

1e Person Conducting the Risk Assessment					
Date of risk	30-Aug-20				
Name	Newbury Road Club	Ride Organiser for event	Tel No.		
Signature					Date:

## Risk Assessment - Retail Park

Date of initial Assessment:

04-Aug-20

When completing this form you must complete sections 1a, 1d, 1e and 2a, and either section 1b or 1c prior to your first session. You must complete section 2b (by dating and initialising the relevant box) prior to every session. The entire Risk Assessment Form should be reviewed at appropriate regular intervals (eg six monthly).

The key variables associated with the risk assessment and the way in which they will be dealt with are as follows:

- 1) Start Location - a new start location for an event e.g. Burford Car Park, will REQUIRE a new risk assessment to be completed. These will form the basis for Approved start locations for the club.
- 2) The following will be DELEGATED to the pre-registration process, event communications and attendance registration processes (SPOND):
  - All attendees MUST have pre-registered their details and In Case of Emergency contact (ICE) with SPOND so they are available to Ride Leaders/Organisers.
  - The number of attendees and their names will be available from the event registration details
  - The Ride Leader will be able to identify Minors and their Guardians from the event registration details
  - The destination, digital route(s) and choice of cafe stop(s) to support size / number of groups will be published in the event
  - Allocation of Riders to separate sub-groups and/or start points/times (to meet prevailing e.g. COVID regulations) will be communicated prior to the ride departing
- 3) On the day communication to attendees prior to the departure will be via SPOND our event management App. Ride leaders will be able to advise attendees of likely risks, changes to weather, changes to route, cafe, road works etc on the day, or to advise attendees to take extra precautions (food, clothing, suncream etc).
- 4) Ride Leaders will split Large groups into subgroups of approximately 8 or less riders before departure, each with a nominated Ride Leader
- 5) Any guests (non-members) will be asked to pre-register via SPOND to join a ride event, although it is accepted that some guests may occasionally turn up without pre-registering.

1a Club Official and Riders					
Name of Activity:	Weekend 'special' rides from Newbury requiring participants to be dropped off / picked up (with adequate parking for out of hours)				
Date / Time of activity	Meet point for away rides	Start Location	Retail Park, Newbury, RG14 7HU	Start Location	
Club Ride Group:	Available within Spond				
No Riders:	Available within Spond	Ability:	Various dependent on length / pace of ride, with individuals asked to select a ride within their capabilities.	Any Minors?	Minors only allowed on rides when accompanied by parent / guardian
Club Official Managing Activity:	Club Ride Organiser / Ride Leader on the day	Tel No:	Available within Spond	Minor Name(s)	Available within Spond, together with Guardian details

1b Route	
Description/ location start:	Pizzahut car park, Newbury Retail Park, Pinchington Ln, Newbury RG14 7HU: This is a quiet location suitable for weekend out of hours as a start point requiring dropoff/pickup. NOT recommended for weekday rides. <b>Approved start points are in the car park, labelled points A and B in the picture. This is near the exit of the car park, so riders must take care and be aware of cars coming and going. However, the locations are on paved areas and provide sufficient space for social distancing.</b>  Depending on the event there may be more than one Ride Group with varying intended ride difficulty e.g. 30 mile green, 45 mile blue or 60 mile red / black. Participants will be asked to pre-register their intent to join a specific ride Group via SPOND, and each Ride Group will be split into sub-groups of the recommended group size (generally 8 or less). Based on total numbers for a destination, a cafe will be chosen that is large enough for the group, or if necessary more than one cafe will be chosen.
Approximate length	Proposed route distances will be published as part of pre-registration ride details
Approximate Height Gained	Elevation gained will be typically 1% of ride distance, which for a 30k ride is c300m, 70k ride is c700m and 100k is c1000m
Other potential users of route:	Club Riders should take extra care when approaching pedestrians, horses, tractors, other slow moving vehicles, cars etc.
Consideration of previous risk ass	N/A
Emergency Communication	This could be to the specified emergency contact and/or emergency services. The club recommends use of What3Words and/or GPS coordinates to confirm location to emergency services.



1c Venue - to be completed if activity is occurring at a venue.	
Venue Name /	Retail Park
Venue Contact	This will be the Club Ride Organiser - published before the specific ride date on the Ride Group lists
Obtained and reviewed venue:	1. Health and Safety Policy N/A      2. Normal Op Procedures N/A 3. Emergency Op Procedures N/A
Consideration of previous risk ass	N/A
Location Toilets	N/A
Location of Changing Rooms	N/A      Individuals should wear appropriate clothing for activity/distance and should take into account any forecast weather conditions.
Location of nearest Telephone & how to dial out	All Riders should carry a mobile phone (if they have one), so that there is always at least one person able to make a call to the emergency contact for a rider or to the emergency services (if required). The ride organiser should have a copy of the emergency contact list.

1d First Aid	
Name of First Aider (if available)	There will be no formal first aiders on Club Rides, although many Ride Leaders have attended NRC sponsored First Aid training (and may carry a first aid kit). If there is an incident a member of the group should contact the Emergency Services (as appropriate)      Tel No.
First Aid Kit	Available      No      Location:      N/A

1e Person Conducting the Risk Assessment	
Date of risk	31-Jul-20
Name	Newbury Road Club      Ride Organiser for event      Tel No.
Signature	_____ Date:

## Risk Assessment - Burford Park

Date of initial Assessment:

12-Aug-20

When completing this form you must complete sections 1a, 1d, 1e and 2a, and either section 1b or 1c prior to your first session. You must complete section 2b (by dating and initialling the relevant box) prior to every session. The entire Risk Assessment Form should be reviewed at appropriate regular intervals (eg six monthly).

The key variables associated with the risk assessment and the way in which they will be dealt with are as follows:

1) Start Location - a new start location for an event e.g. Burford Car Park, will REQUIRE a new risk assessment to be completed. These will form the basis for Approved start locations for the club.

2) The following will be DELEGATED to the pre-registration process, event communications and attendance registration processes (SPOND):

- All attendees MUST have pre-registered their details and In Case of Emergency contact (ICE) with SPOND so they are available to Ride Leaders/Organisers.

- The number of attendees and their names will be available from the event registration details

- The Ride Leader will be able to identify Minors and their Guardians from the event registration details

- The destination, digital route(s) and choice of cafe stop(s) to support size / number of groups will be published in the event

- Allocation of Riders to separate sub-groups and/or start points/times (to meet prevailing e.g. COVID regulations) will be communicated prior to the ride departing

3) On the day communication to attendees prior to the departure will be via SPOND our event management App. Ride leaders will be able to advise attendees of likely risks, changes to weather, changes to route, cafe, road works etc on the day, or to advise attendees to take extra precautions (food, clothing, sunscreen etc).

4) Ride Leaders will split Large groups into subgroups of approximately 8 or less riders before departure, each with a nominated Ride Leader

5) Any guests (non-members) will be asked to pre-register via SPOND to join a ride event, although it is accepted that some guests may occasionally turn up without pre-registration and in this instance the Ride Leader will ask for their contact and ICE details before they join the ride lead that will

1a Club Official and Riders					
Name of Activity:	special' rides in the Cotswolds departing from Burford				
	Each Club Ride will be a circular route following tarmacked roads out to a destination / café stop and then returning to Burford.				
Date / Time of activity	Available within Spond	Start Location		Start Location	Burford Car Park OX18 4DN
Club Ride Group:	Available within Spond				
No Riders:	Available within Spond	Ability:	Various dependent on length / pace of ride, with individuals asked to select a ride within their capabilities.	Any Minors?	Minors only allowed on rides when accompanied by parent / guardian
Club Official Managing Activity:	Club Ride Organiser / Ride Leader on the day	Tel No:	Available within Spond	Minor Name(s)	Available within Spond, together with Guardian details

1b Route	
Description/ location start:	Main carpark (free) in Burford centre, location Burford OX18 4DN: This is a quiet location, with plenty of space, especially suitable for an early departure or a midweek start as the car park tends to be quiet. <b>Approved start points are in the car park, labelled points A, B and C in the picture. This is away from the entry/exit of the car park, but riders must take care and be aware of cars coming and going. However, the locations are open areas and provide sufficient space for social distancing.</b>  Entrance to the car park is via a single track, two-way road bridge with sidewalk. Drivers and cyclists are advised to be extra cautious whilst approaching and crossing the bridge as this is also a pedestrian crossing.  Depending on the event there may be more than one Ride Group with varying intended ride difficulty e.g. 30 mile green, 45 mile blue or 60 mile red / black. Participants will be asked to pre-register their intent to join a specific ride Group via SPOND, and each Ride Group will be split into sub-groups of the recommended group size (generally 8 or less). Based on total numbers for a destination, a cafe will be chosen that is large enough for the group, or if necessary more than one cafe will be chosen.
Approximate length	Proposed route distances will be published as part of pre-registration ride details
Approximate Height Gained	Elevation gained will be typically 1% of ride distance, which for a 30k ride is c300m, 70k ride is c700m and 100k is c1000m
Other potential users of route:	Club Riders should take extra care when approaching pedestrians, horses, tractors, other slow moving vehicles, cars etc.
Consideration of previous risk ass	N/A
Emergency Communication	This could be to the specified emergency contact and/or emergency services. The club recommends use of What3Words and/or GPS coordinates to confirm location to emergency services.



1c Venue - to be completed if activity is occurring at a venue.	
Venue Name /	NA
Venue Contact	This will be the Club Ride Organiser - published before the specific ride date on the Ride Group lists
Obtained and reviewed venue:	1. Health and Safety Policy N/A 2. Normal Op Procedures N/A 3. Emergency Op Procedures N/A
Consideration of previous risk ass	N/A
Location Toilets	Nearest Public Toilets are within the Car Park
Location of Changing Rooms	N/A Individuals should wear appropriate clothing for activity/distance and should take into account any forecast weather conditions.
Location of nearest Telephone & how to dial out	All Riders should carry a mobile phone (if they have one), so that there is always at least one person able to make a call to the emergency contact for a rider or to the emergency services (if required). The ride organiser should have a copy of the emergency contact list.

1d First Aid	
Name of First Aider (if available)	There will be no formal first aiders on Club Rides, although many Ride Leaders have attended NRC sponsored First Aid training (and may carry a first aid kit). If there is an incident a member of the group should contact the Emergency Services (as appropriate). Tel No.
First Aid Kit	Available No Location: N/A

1e Person Conducting the Risk Assessment	
Date of risk	01-Mar-21
Name	Newbury Road Club Ride Organiser for event Tel No.
Signature	Date:



## Risk Assessment - West Quay Car Park

Date of initial Assessment:

12-Aug-20

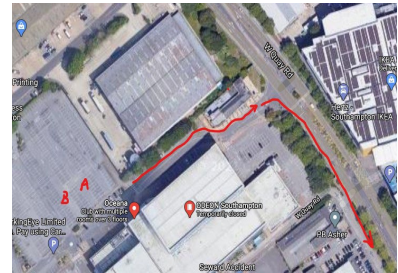
When completing this form you must complete sections 1a, 1d, 1e and 2a, and either section 1b or 1c prior to your first session. You must complete section 2b (by dating and initialising the relevant box) prior to every session. The entire Risk Assessment Form should be reviewed at appropriate regular intervals (eg six monthly).

The key variables associated with the risk assessment and the way in which they will be dealt with are as follows:

- 1) Start Location - a new start location for an event e.g. Burford Car Park, will REQUIRE a new risk assessment to be completed. These will form the basis for Approved start locations for the club.
- 2) The following will be DELEGATED to the pre-registration process, event communications and attendance registration processes (SPOND):
  - All attendees MUST have pre-registered their details and In Case of Emergency contact (ICE) with SPOND so they are available to Ride Leaders/Organisers.
  - The number of attendees and their names will be available from the event registration details
  - The Ride Leader will be able to identify Minors and their Guardians from the event registration details
  - The destination, digital route(s) and choice of cafe stop(s) to support size / number of groups will be published in the event
  - Allocation of Riders to separate sub-groups and/or start points/times (to meet prevailing e.g. COVID regulations) will be communicated prior to the ride departing
- 3) On the day communication to attendees prior to the departure will be via SPOND our event management App. Ride leaders will be able to advise attendees of likely risks, changes to weather, changes to route, cafe, road works etc on the day, or to advise attendees to take extra precautions (food, clothing, sunscreen etc).
- 4) Ride Leaders will split Large groups into subgroups of approximately 8 or less riders before departure, each with a nominated Ride Leader
- 5) Any guests (non-members) will be asked to pre-register via SPOND to join a ride event, although it is accepted that some guests may occasionally turn

1a Club Official and Riders					
Name of Activity:	Special rides departing / returning from ferry terminal to IoW. The car park has been chosen due to ease of booking and proximity to ferry terminal. Access to the Ferry Terminal is along a cycle path along the side of West Quay Road. Care must be taken at the roundabout approaching the Ferry Terminal, as this can get busy with cars entering/exiting the terminus.				
Date / Time of activity	Available within Spond	Start Location	Leisure World (Odeon) Car Park, West Quay Road, SO15 1RE	Start Location	
Club Ride Group:	Available within Spond				
No Riders:	Available within Spond	Ability:	Various dependent on length / pace of ride, with individuals asked to select a ride within their capabilities.	Any Minors?	Minors only allowed on rides when accompanied by parent / guardian
Club Official Managing Activity:	Club Ride Organiser / Ride Leader on the day	Tel No:	Available within Spond	Minor Name(s)	Available within Spond, together with Guardian details

1b Route	
Description/location start:	<p>Main carpark (pay as you go via mobile) at Leisure World (Odeon) off West Quay Road, approximately 500m from Ferry Terminal. Approved start points are in the car park, labelled points A, B and C in the picture. This is away from the entry/exit of the car park, but riders must take care and be aware of cars coming and going. However, the locations are open areas and provide sufficient space for social distancing.</p> <p>West Quay Road is a busy dual carriageway, and ride participants should follow the cycle path and access road that runs parallel (south) of the carriageway. Especial care should be taken at the roundabout into Town Quay. Cyclists must stop and cross Herbert Walker Avenue and then enter the ferry port (which can be busy when vehicles are preparing to board or leaving the ferry terminal).</p> <p>There is good access to/from the Car Ferry Port in Cowes. but care should be taken in the built up areas cycling up the hill and out of Cowes. Otherwise the IoW cycle route is cycle friendly and quiet, with good tarmac, avoiding the major towns.</p> <p>Depending on the event there may be more than one Ride Group with varying intended ride difficulty e.g. 30mile green, 45 mile blue or 60 mile red / black. Participants will be asked to pre-register their intent to join a specific ride Group via SPOND, and each ride group will have its own route.</p>
Approximate length	Proposed route distances will be published as part of pre-registration ride details (available on Spond)
Approximate Height Gained	Elevation gained will be typically 1% of ride distance, which for a 30k ride is c300m, 70k ride is c700m and 100k is c1000m
Other potential users of route:	Club Riders should take extra care when approaching pedestrians, horses, tractors, other slow moving vehicles, cars etc.
Consideration of previous risk ass	N/A
Emergency Communication	This could be to the specified emergency contact and/or emergency services. The club recommends use of What3Words and/or GPS coordinates to confirm location to emergency services.



1c Venue - to be completed if activity is occurring at a venue.	
Venue Name /	NA
Venue Contact	This will be the Club Ride Organiser - published before the specific ride date on the Ride Group lists
Obtained and reviewed venue:	1. Health and Safety Policy N/A 2. Normal Op Procedures N/A 3. Emergency Op Procedures N/A
Consideration of previous risk ass	N/A
Location Toilets	Nearest Public Toilets are within the Car Park
Location of Changing Rooms	N/A Individuals should wear appropriate clothing for activity/distance and should take into account any forecast weather conditions.
Location of nearest Telephone & how to dial out	All Riders should carry a mobile phone (if they have one), so that there is always at least one person able to make a call to the emergency contact for a rider or to the emergency services (if required). The ride organiser should have a copy of the emergency contact list.

1d First Aid	
Name of First Aider (if available)	There will be no formal first aiders on Club Rides, although many Ride Leaders have attended NRC sponsored First Aid training (and may carry a first aid kit). If there is an incident a member of the group should contact the Emergency Services (as appropriate). Tel No.
First Aid Kit	Available No Location: N/A

1e Person Conducting the Risk Assessment	
Date of risk	01-Mar-21
Name	Newbury Road Club Ride Organiser for event Tel No.
Signature	Date:

## Risk Assessment - Burghclere Sports and So

Date of initial Assessment:

12-Aug-20

When completing this form you must complete sections 1a, 1d, 1e and 2a, and either section 1b or 1c prior to your first session. You must complete section 2b (by dating and initialling the relevant box) prior to every session. The entire Risk Assessment Form should be reviewed at appropriate regular intervals (eg six monthly).

The key variables associated with the risk assessment and the way in which they will be dealt with are as follows:

- 1) Start Location - a new start location for an event e.g. Burford Car Park, will REQUIRE a new risk assessment to be completed. These will form the basis for Approved start locations for the club.
- 2) The following will be DELEGATED to the pre-registration process, event communications and attendance registration processes (SPOND):
  - All attendees MUST have pre-registered their details and In Case of Emergency contact (ICE) with SPOND so they are available to Ride Leaders/Organisers.
  - The number of attendees and their names will be available from the event registration details
  - The Ride Leader will be able to identify Minors and their Guardians from the event registration details
  - The destination, digital route(s) and choice of cafe stop(s) to support size / number of groups will be published in the event
  - Allocation of Riders to separate sub-groups and/or start points/times (to meet prevailing e.g. COVID regulations) will be communicated prior to the ride departing
- 3) On the day communication to attendees prior to the departure will be via SPOND our event management App. Ride leaders will be able to advise attendees of likely risks, changes to weather, changes to route, cafe, road works etc on the day, or to advise attendees to take extra precautions (food, clothing, suncream etc).
- 4) Ride Leaders will split Large groups into subgroups of approximately 8 or less riders before departure, each with a nominated Ride Leader
- 5) Any guests (non-members) will be asked to pre-register via SPOND to join a ride event, although it is accepted that some guests may occasionally turn up without pre-registration, and in this instance the Ride Leader will ask for their contact and ICE details before they join the ride (and they will

1a Club Official and Riders					
Name of Activity:	Start point for special rides south of Newbury down into The Test Valley Each Club Ride will be a circular route following tarmacked roads out to a destination / café stop and then returning to Newbury.				
Date / Time of activity	Available within Spond	Start Location		Start Location	Burford Car Park OX18 4DN
Club Ride Group:	Available within Spond				
No Riders:	Available within Spond	Ability:	Various dependent on length / pace of ride, with individuals asked to select a ride within their capabilities.	Any Minors?	Minors only allowed on rides when accompanied by parent / guardian
Club Official Managing Activity:	Club Ride Organiser / Ride Leader on the day	Tel No:	Available within Spond	Minor Name(s)	Available within Spond, together with Guardian details

1b Route	
Description/ location start:	The carpark in front of Burghclere Sports and Social Club is free to use and has plenty of space. As there may be more than one Ride Group with varying intended ride difficulty e.g. 30 mile green, 45 mile blue or 60 mile red / black departing the car park, participants will be asked to pre-register their intent to join a specific ride Group via SPOND, and each Ride Group will be split into sub-groups of the recommended group size (generally 8 or less). Based on total numbers for a destination, cafe(s) will be chosen that are large enough for the group(s).
Approximate length	Proposed route distances will be published as part of pre-registration ride details
Approximate Height Gained	Elevation gained will be typically 1% of ride distance, which for a 30k ride is c300m, 70k ride is c700m and 100k is c1000m
Other potential users of route:	Club Riders should take extra care when approaching pedestrians, horses, tractors, other slow moving vehicles, cars etc.
Consideration of previous risk ass	N/A
Emergency Communication	This could be to the specified emergency contact and/or emergency services. The club recommends use of What3Words and/or GPS coordinates to confirm location to emergency services.



1c Venue - to be completed if activity is occurring at a venue.	
Venue Name /	NA
Venue Contact	This will be the Club Ride Organiser - published before the specific ride date on the Ride Group lists
Obtained and reviewed venue:	1. Health and Safety Policy N/A      2. Normal Op Procedures N/A 3. Emergency Op Procedures N/A
Consideration of previous risk ass	N/A
Location Toilets	Nearest Public Toilets are within the Car Park
Location of Changing Rooms	N/A      Individuals should wear appropriate clothing for activity/distance and should take into account any forecast weather conditions.
Location of nearest Telephone & how to dial out	All Riders should carry a mobile phone (if they have one), so that there is always at least one person able to make a call to the emergency contact for a rider or to the emergency services (if required). The ride organiser should have a copy of the emergency contact list.

1d First Aid	
Name of First Aider (if available)	There will be no formal first aiders on Club Rides, although many Ride Leaders have attended NRC sponsored First Aid training (and may carry a first aid kit). If there is an incident a member of the group should contact the Emergency Services (as appropriate)      Tel No.
First Aid Kit	Available      No      Location:      N/A

1e Person Conducting the Risk Assessment	
Date of risk	01-Mar-21
Name	Newbury Road Club      Ride Organiser for event      Tel No.
Signature	_____ Date:

## Risk Assessment - Hermitage Village Hall,

Date of initial Assessment:

04-May-21

When completing this form you must complete sections 1a, 1d, 1e and 2a, and either section 1b or 1c prior to your first session. You must complete section 2b (by dating and initialling the relevant box) prior to every session. The entire Risk Assessment Form should be reviewed at appropriate regular intervals (eg six monthly).

The key variables associated with the risk assessment and the way in which they will be dealt with are as follows:

- 1) Start Location - a new start location for an event e.g. Burford Car Park, will REQUIRE a new risk assessment to be completed. These will form the basis for Approved start locations for the club.
- 2) The following will be DELEGATED to the pre-registration process, event communications and attendance registration processes (SPOND):
  - All attendees MUST have pre-registered their details and In Case of Emergency contact (ICE) with SPOND so they are available to Ride Leaders/Organisers.
  - The number of attendees and their names will be available from the event registration details
  - The Ride Leader will be able to identify Minors and their Guardians from the event registration details
  - The destination, digital route(s) and choice of safe stop(s) to support size / number of groups will be published in the event
  - Allocation of Riders to separate sub-groups and/or start points/times (to meet prevailing e.g. COVID regulations) will be communicated prior to the ride departing
- 3) On the day communication to attendees prior to the departure will be via SPOND our event management App. Ride leaders will be able to advise attendees of likely risks, changes to weather, changes to route, cafe, road works etc on the day, or to advise attendees to take extra precautions (food, clothing, sunscreen etc).
- 4) Ride Leaders will split Large groups into subgroups of approximately 8 or less riders before departure, each with a nominated Ride Leader
- 5) Any guests (non-members) will be asked to pre-register via SPOND to join a ride event, although it is accepted that some guests may occasionally turn up without pre-registering, and in this instance the Ride Leader will ask for their contact and ICE details before they join the ride (and they will subsequently be asked to pre-register).

1a Club Official and Riders					
Name of Activity:	Off- road cycle.				
Date / Time of activity	As specified in SPOND	Start Location	Hermitage Village Hall, Pinewood Cres, Hermitage, RG18 9WL		
Club Ride Group:	Available within Spond	Approx 25 Miles			
No Riders:	Available within Spond	Ability:	Dependent on length and pace of ride. Groups selected on expected and known abilities.	Any Minors?	Minors only allowed on rides when accompanied by parent / guardian
Club Official Managing Activity:	Club Ride Organiser / Ride Leader on the day	Tel No:	Available within Spond	Minor Name(s)	Available within Spond, together with Guardian details

Description/ location start:	Hermitage Village Hall, Pinewood Cres, Hermitage, RG18 9WL: This is a free car park just off the B4009 traveling North from Hermitage. It is generally quiet in the evenings and accessed via a quiet road (Pinewood Crescent).  This start point is close to the Hermitage to Hampstead Norreys cycle way (converted railway line) and local Byeways/Brideways giving easy access to the north of the county (including the Ridgeway)  The Car Park could support social distancing in future (if required)  There may be more than one Ride Group. Participants will be asked to pre-register their intent to join a ride via SPOND, and each Ride Group will be published on the club website.				
Approximate length	Proposed route distances will be published as part of pre-registration ride details in Spond.				
Approximate Height Gained	Elevation gained will be higher than a normal road cycle as this does take in climbs up and over the Ridgeway. Typically this is greater than 1% of distance.				
Other potential users of route:	Club Riders should take extra care when approaching pedestrians, horses, tractors, other slow moving vehicles, cars etc.				
Consideration of previous risk ass	This is an off-road event, although it does take in some short sections of road. The Ridgeway, Brideways and Byeways in the area are a popular destination for many people including horse riders and walkers with dogs. Dogs are sometimes off leads and greater care				
Emergency Communication	This could be to the specified emergency contact and/or emergency services. The club recommends use of What3Words and/or GPS coordinates to confirm location to emergency services.				



1c Venue - to be completed if activity is occurring at a venue.					
Venue Name /	Hermitage Village Hall car park, Pinewood Cres, Hermitage, RG18 9WL				
Venue Contact	This will be the Club Ride Organiser - published before the specific ride date on the Ride Group lists				
Obtained and reviewed venue:	N/A as this is a non-stop event.	N/A	N/A	N/A	N/A
Consideration of previous risk ass	N/A				
Location Toilets	None				
Location of Changing Rooms	N/A Individuals should wear appropriate clothing for activity/distance and should take into account any forecast weather conditions.				
Location of nearest Telephone & how to dial out	All Riders should carry a mobile phone (if they have one), so that there is always at least one person able to make a call to the emergency contact for a rider or to the emergency services (if required). The ride organiser should have a copy of the emergency contact list.				

1d First Aid					
Name of First Aider (if available)	There will be no formal first aiders on Club Rides, although many Ride Leaders have attended NRC sponsored First Aid training (and may carry a first aid kit). If there is an incident a member of the group should contact the Emergency Services (as appropriate). It is recommended that hosts should use the 'What3Words' app to identify their location should an incident occur.			Tel No.	999
First Aid Kit	Available	No	Location:	N/A	

1e Person Conducting the Risk Assessment					
Date of risk	04-Jul-23				
Name	Newbury Road Club	Ride Organiser for event:	Tel No.		
Signature	Date:				

## Risk Assessment - Greenham Common,

Date of initial Assessment:

04-May-21

When completing this form you must complete sections 1a, 1d, 1e and 2a, and either section 1b or 1c prior to your first session. You must complete section 2b (by dating and initialling the relevant box) prior to every session. The entire Risk Assessment Form should be reviewed at appropriate regular intervals (eg six monthly).

The key variables associated with the risk assessment and the way in which they will be dealt with are as follows:

1) Start Location - a new start location for an event e.g. Burford Car Park, will REQUIRE a new risk assessment to be completed. These will form the basis for Approved start locations for the club.

2) The following will be DELEGATED to the pre-registration process, event communications and attendance registration processes (SPOND):

- All attendees MUST have pre-registered their details and In Case of Emergency contact (ICE) with SPOND so they are available to Ride Leaders/Organisers.
- The number of attendees and their names will be available from the event registration details
- The Ride Leader will be able to identify Minors and their Guardians from the event registration details
- The destination, digital route(s) and choice of cafe stop(s) to support size / number of groups will be published in the event
- Allocation of Riders to separate sub-groups and/or start points/times (to meet prevailing e.g. COVID regulations) will be communicated prior to the ride departing

3) On the day communication to attendees prior to the departure will be via SPOND our event management App. Ride leaders will be able to advise attendees of likely risks, changes to weather, changes to route, cafe, road works etc on the day, or to advise attendees to take extra precautions (food, clothing, sunscreen etc).

4) Ride Leaders will split Large groups into subgroups of approximately 8 or less riders before departure, each with a nominated Ride Leader

5) Any guests (non-members) will be asked to pre-register via SPOND to join a ride event, although it is accepted that some guests may occasionally turn up without pre-registering and to this extent the Ride Leader will ask for their names and ICE details before starting the ride for safety.

1a Club Official and Riders					
Name of Activity:	Off- road cycle.				
Date / Time of activity	As specified in SPOND	Start Location	Greenham Common, Pyle Hill Car Park, Burys Bank Road, Newbury		
Club Ride Group:	Available within Spond	Approx 25 Miles			
No Riders:	Available within Spond	Ability:	Dependent on length and pace of ride. Groups selected on expected and known abilities.	Any Minors?	Minors only allowed on rides when accompanied by parent / guardian
Club Official Managing Activity:	Club Ride Organiser / Ride Leader on the day	Tel No:	Available within Spond	Minor Name(s)	Available within Spond, together with Guardian details



Description/ location start:	Greenham Common, Pyle Hill Car Park, Burys Bank Road, Newbury: This is a free car park (with voluntary contributions meter) which is just off and to the South of Burys Bank Road (near to the top of Greenham Road), and adjacent to the main gate to the north west of the common. It is generally used by walkers and cyclists to access the Common.  There may be more than one Ride Group. Participants will be asked to pre-register their intent to join a ride via SPOND, and each Ride Group will be split into sub-groups of the recommended group size (generally 8 or less). Please meet to the right of the car park entrance in the checkered area in front of the gates, so as not to obstruct the car park entrance.				
Approximate length	Proposed route distances will be published as part of pre-registration ride details in Spond.				
Approximate Height Gained	Greenham is relatively flat with some good single track along the southern edge of the site. However rides going to/from Greenham will involve some quite steep bridleways/byways if that is the chosen route.				
Other potential users of route:	Club Riders should take extra care and lookout for pedestrians, dog-walkers (often without lead), horses, and free to roam cattle.				
Consideration of previous risk ass	This is an off-road area, the Common is surrounded by busy roads with sweeping bends. Care must be taken when entering and particularly when leaving the Common (at any of the gates)				
Emergency Communication	This could be to the specified emergency contact and/or emergency services. The club recommends use of What3Words and/or GPS coordinates to confirm location to emergency services.				

1c Venue - to be completed if activity is occurring at a venue.					
Venue Name /	Greenham Common, Pyle Hill Car Park, Burys Bank Road, Newbury				
Venue Contact	This will be the Club Ride Organiser - published before the specific ride date on the Ride Group lists				
Obtained and reviewed venue:	N/A as this is a non-stop event.	N/A	N/A	N/A	N/A
Consideration of previous risk ass	N/A				
Location Toilets	None				
Location of Changing Rooms	N/A Individuals should wear appropriate clothing for activity/distance and should take into account any forecast weather conditions.				
Location of nearest Telephone & how to dial out	All Riders should carry a mobile phone (if they have one), so that there is always at least one person able to make a call to the emergency contact for a rider or to the emergency services (if required). The ride organiser should have a copy of the emergency contact list.				

1d First Aid					
Name of First Aider (if available)	There will be no formal first aiders on Club Rides, although many Ride Leaders have attended NRC sponsored First Aid training (and may carry a first aid kit). If there is an incident a member of the group should contact the Emergency Services (as appropriate). It is recommended that hosts should use the 'What3Words' app to identify their location should an incident occur.			Tel No.	999
First Aid Kit	Available	No	Location:	N/A	

1e Person Conducting the Risk Assessment					
Date of risk	23-08-23				
Name	Newbury Road Club	Ride Organiser for event:	Tel No.		
Signature			Date:		

## General Risk Assessment - Newbury Club Rides

2a Risk Assessment								2b Review & Implement
ID	Location of Hazard	Description of Hazard	People at Risk (coaches, officials, cyclists, other road)	Level of Risk (H, M, L)	Advice Required / Who can provide?	Resolution / Action	Implemented by	MM/DD/YYYY
1	Pre-ride	Riders attending a ride that is much longer / more difficult than expected, or that are too demanding for their level of fitness. Off-road cycling requires a greater level of bike handling capability and is generally a function of speed.	All attendees: new or experienced with group	M	1. All rides should have a predetermined start time and route that is communicated to attendees, with an indication of length, elevation gained and target speed, to aid new attendees on a ride. 2. Off-road cycling hazards to be briefed and ride to be kept within the groups capability.	To be communicated in Club Ride Guidance and as part of pre-registration	Routes and distance of ride are provided. Sign-off in pre-registration. Briefing by ride host.	04/05/2021 To be implemented prior to each ride event.
2		People attending a ride without appropriate preparation and equipment	All attendees. Riders must not attend rides without understanding the pre-requisites for ride: Equipment: helmet, inner tubes, pump, tools etc Suitable clothing appropriate to weather forecast Adequate food/drink for ride	L		pre-registration must include a sign-off on the individual's obligation to safeguard themselves and others. It is recommended (but not a requirement) that all cyclists have personal liability insurance	Sign-off in pre-registration  Website has advice for new cyclists	11/6/2020 Update to old and new website
3		Riders attending with unsafe cycling equipment	All attendees, but particularly new riders	M	Responsibility for attending a club ride lies with the individual, but guidance should be given to attendees if a problem is identified	Anybody turning up with an obviously unsafe cycle should be made aware of the issue and not be allowed on the club ride	Sign-off in pre-registration	11/6/2020 Part of Spond Event Acceptance

4		Riders under the age of 18 attending a club ride without a parent / guardian	Minors and parents/guardians. No minors can attend a club ride without a parent/guardian. <sup>1</sup>	M	Ride difficulty should be discussed with Parent.	Pre-registration should include an age check and a field for parent/ guardian name.	Sign-off to be added to pre-registration	11/6/2020 Guardian approval process in Spond Event Acceptance. 04/07/2023 Club Welfare Officer manages Parent Consent forms. Arrangements in place for all 12 to 18 year olds. At present the Club cannot accept any 12 to 15 year olds without a parent or guardian present on a ride/event.
5	Riding	Issues arising due to poor planning or attendees not being aware of cycling best practice.	All riders	L	Follow Best Practice for Club Rides on public highway (based on British Cycling & Cycling UK guidance). Ensure that route is published for rides at pre-registration	Ensure this guidance is visible on club website	12/7/2020 Spond Training and Guide provided on how to plan and lead rides: - How to Organise Club Rides with Spond v1.docx - Things to Consider When Planning Rides.docx	3/3/2021 Complete NRC Ride Etiquette published on website <a href="https://www.newburyroadclub.co.uk/files/ugd/31f087_236f12f0a9db48e1b131c965ec205916.pdf">https://www.newburyroadclub.co.uk/files/ugd/31f087_236f12f0a9db48e1b131c965ec205916.pdf</a>  Best Practice included in NRC Ride Leader Training materials.
6		Incidents due to unexpected cycling manoeuvres or hazards on roads	Less experienced riders could put the group at risk if they are not aware of communication requirement within group	H as this can cause serious injury	New riders should be given advice on hand signals and calls to be used within group	Guidance for Group riding to be provided on website, and senior rider to welcome rider and provide verbal advice.  Hand and Verbal signals covered in NRC Ride Leader Training.	Ride Etiquette published on website John Murrell / Dave Martin	3/3/2021 Complete  Included in NRC Ride Leader Training materials.
7		Riders being dropped or separated from group	All riders	M	The Ride Group should ensure that nobody is left on their own.	This should be prominent in Best Practice documentation and covered in NRC Ride Leader Training.	Detailed in Supplementary Guidance for Rides	8/2/2020 Complete  Included in NRC Ride Leader Training materials.

8		Incidents occur during ride: e.g. puncture, mechanical problems, changes in environmental conditions	All riders	H	All riders are advised / instructed to carry equipment for running maintenance e.g. puncture repair kit, tyre boot, tubeless kit, inner tube, tools etc.	The ride organiser / ride leader or another experienced rider within the group will assist the less experienced riders with repair	Detailed in Supplementary Guidance for Rides, and guidance to ride leaders	8/2/2020 Complete  Included in NRC Ride Leader Training materials.
9		Accident involving one or more members of group	All riders	H	All riders are advised / instructed to carry a charged mobile phone in the event that emergency services are required	A member of the group should assess whether to call emergency services.  The club recommends use of What3Words and/or GPS coord to confirm location to emergency services. This should be added to club ride guidance.	Included in pre-ride briefing.	8/2/2020 Complete  Included in NRC Ride Leader Training materials.
10		Steep descents, Debris in road, Gravel in road, Uneven road surface, Pot holes, Busy Roads	All Riders	M	Understanding route, all ride leaders to call out known hazards to group. All riders in group to be made aware they have a responsibility to flag hazards to others.	All Riders at head of group to call out hazards and provide hand signals.	All riders	12/04/2021 Complete  Included in NRC Ride Leader Training materials.

11		<b>Off-Road Cycling</b> Horses, Deep wheel ruts, Overgrown hedges, Walkers and dogs, Barbed wire fencing, Large stones and tree debris on route, Other cyclists, Tree Roots and Brambles	All riders and other route users	M	Communication from lead rider.	<ol style="list-style-type: none"> <li>1. The ride speed should take into account of the hazards and other users on the route.</li> <li>2. It is important that communications are transferred back through the group.</li> <li>3. Greater separation of riders is required to ensure effective response to hazards.</li> <li>4. Race horses are extremely nervous when cyclists approach. The cycle group should stop and wait.</li> <li>5. Dogs are sometimes off lead and are unpredictable. Slow down and take extra care.</li> </ol>	Rider at the head of the group.	04/05/2021 To be briefed at start of ride.
12	Cafe	Attendees leaving cycles unlocked at Café stop	All attendees	M Theft is a risk when leaving cycles unattended, however Club Ride stops tend to be in smaller towns and more remote villages		Add recommendation for attendees to carry a lock to the club ride guidance	Website Rides section has What kit will I need to bring?	Jan 2021 Complete 04/05/2021 Off-road cycling of shorter distances during the evening do not have cafe stops but may include pub stops
13								
14								



Supplementary Risk Assessment (COVID-19) - Newbury Club Rides

This section takes into account the British Cycling Covid 19 Risk Assessment Guidance (see BC Tabs)

2a Risk Assessment								2b Review & Implement
ID	Location of Hazard	Description of Hazard	People at Risk (coaches, officials, cyclists, other road users)	Level of Risk (H, M, L)	Advice Required / Who can provide?	Resolution / Action	Implemented by	MM/DD/YYYY
1	Pre-ride	To avoid too many riders arriving at start point unable to maintain social distancing	All potential riders	L		pre-registration required prior to ride, to establish potential number of attendees and identify number of groups required to meet Gov guidelines	Sign-off in pre-registration Chris Matthews / Dave Martin	8/2/2020Complete
2		Riders attending rides without understanding their responsibilities / obligations to one another	All attendees.	L		pre-registration must have a sign-off on individuals obligations to safeguard themselves / others	Chris Matthews / Dave Martin	8/2/2020Complete
3	Start Location	Pre-ride meet-up location area not large enough to accommodate attendees with social distancing	All attendees	L, as venue is outdoors and care can be taken in choosing suitable venue		Agree location points for congregating club rides, AND stagger start times to reduce numbers	Chris Matthews / Dave Martin	8/2/2020Complete
4		Large numbers of attendees unsure where to stand or who to go with potentially contravening social distancing	All attendees	M	Attendees need to know which Group they are in so they can congregate promptly, be briefed and then each group can depart quickly to minimise risk of transmission.	Pre-registered attendees will be allocated to ride groups, and these will be published on-line with the name of the attendee's ride organiser & location.	Chris Matthews / Dave Martin	8/2/2020Complete
5		Insufficient club ride groups/meeting points to accommodate unexpected additional people putting pressure on social distancing	Attendees who didn't pre register for ride turn up at start time/location	H, risk that Groups could exceed 6		Unexpected attendees may be allocated a group if they are known and there are spare places, otherwise will be turned away and advised to pre-register next time.	<a href="#">Detailed in COVID-19 Supplementary Guidance for NRC Club Runs</a>	8/2/2020Complete
6		People attending rides without giving contact and trace details	Attendees that haven't pre-registered or are new to club who aren't pre-allocated a place on a ride	M		Such attendees will NOT be accepted on a ride and advised to register in future. [Collecting details via a paper form on day will be considered, BUT poses hygiene, data management and potential group issues]	<a href="#">Detailed in COVID-19 Supplementary Guidance for NRC Club Runs</a>	8/2/2020Complete
7	Riding	Riders not maintaining social distancing in line with Gov guidance.	All riders are responsible for their behaviour, but should be made aware of British Cycling best practice			Particular attention should be given to when the group stops either at junctions or at safe places along road.	Reminder captured in ride briefing notes	8/2/2020Complete
8		Incidents occur during ride: e.g. puncture, mechanical problems, changes in environmental conditions	All riders		Guidance on social distancing and use of masks/gloves when providing assistance	The ride organiser or another experienced rider will assist the less experienced riders with repair	Detailed in COVID-19 Supplementary Guidance for NRC Club Runs	8/2/2020Complete
9		Accident involving one or more members of group	All riders		Guidance on social distancing and use of masks/gloves when providing assistance	A member of the group should assess whether to call emergency services.	Following a ride, any accidents should be communicated to the ride organiser. Captured in ride briefing.	8/2/2020Complete
10	Cafe Stop	Social distancing not maintained in line with Gov guidelines	All riders should use a mask when entering the coffee shop. Recommendation is to sit outside wherever possible.	M, it will be attendees responsibility to be COVID safe when visiting a cafe		This must be clear in guidance and briefing	Captured in Covid-19 Supplementary Guidance for NRC Club Runs	8/2/2020Complete
11		Riders not observing local procedures at café stop risking hygiene and social distancing	Club ride attendees must follow all requests to use any one-way entry/exits, markings on floor, use of sanitisers etc in line with Gov guidance.	M		Observation of local café procedures must be clear in guidance and briefing.	Captured in Covid-19 Supplementary Guidance for NRC Club Runs	8/2/2020Complete
12		Café not large enough to safely host and cater for multiple ride Groups	All Group rides planning to stop at café venue	M	It may be necessary to contact the café in advance to ensure that they can manage the proposed numbers	The ride organiser must consider the size of the proposed café venue following completion of pre-registration. If numbers dictate, it may be necessary for different groups to go to different cafes.	Captured in Covid-19 Supplementary Guidance for NRC Club Runs	8/4/2020Complete

Club Name:	Assessment Completed by (name / role):
<b>Newbury Road Club (NRC)</b>	<b>D Martin on behalf of NRC Committee</b>
Club Address	Date Completed
	28/07/2020

### Covid 19 Supplementary Risk Assessment for Club Activities, Coaching, Instruction and Leadership

Functional Area	Description of the Risk	Who is at Risk			Level of risk (pre-control)			Controls to reduce the Risk <small>(The use of PPE is to be considered a last resort when all other controls have been exhausted)</small>			Level of risk (post-control)			Action Progress			
		P	C	G	H	M	L	H = High / M = Medium / L = Low			H	M	L	Who (name)	When (due)	Complete (date)	
<b>In all cases if attending an existing facility for your activity ensure the facility operators have completed a covid 19 specific risk assessment and that you have been given a copy to understand the extra controls you may require to make your activity safe.</b>																	
Pre-Activity Communication	People not receiving appropriate and accurate information in advance of attending an activity	•	•	•	•	•	•	•	•	•	•	•	•				Yes
	Activity guidelines not understood and adhered to by participants	•	•	•	•	•	•	•	•	•	•	•	•				Yes
Area of Activity / Led Ride Route	People gathering, queuing in a confined space and unable to maintain social distancing protocols	•	•	•	•	•	•	•	•	•	•	•	•				Yes
	Handling of cash and pens will increase likelihood of transmission	•	•	•	•	•	•	•	•	•	•	•	•				N/A
	Secure storage of personal belongings creating potential for transfer and migration of disease	•	•	•	•	•	•	•	•	•	•	•	•				N/A
	Activity area lacking appropriate spacing giving limited opportunity for social distancing	•	•	•	•	•	•	•	•	•	•	•	•				Yes
	Clear routes to and from activity areas not clearly defined	•	•	•	•	•	•	•	•	•	•	•	•				N/A
Task (activities)	Riders failing to maintain correct distance during activity	•	•	•	•	•	•	•	•	•	•	•	•				N/A
	Activities which produce direct or indirect contact between riders	•	•	•	•	•	•	•	•	•	•	•	•				Yes
	Failing to maintain correct social distance during activity	•	•	•	•	•	•	•	•	•	•	•	•				Yes
Loan equipment	Risk of transmission from loan equipment not being suitably cleaned between use	•	•	•	•	•	•	•	•	•	•	•	•				N/A

Relevance      Notes to assist in completion

	<p>Consideration is needed as to how participants will register and 'sign on' for the event. <del>if a paper-based system is to be utilised then further risks and hazards will need to be managed and controlled.</del> You also need to consider how you will get acknowledgement from participants regarding the covid 19 specific statements contained within the sign on guidance</p> <p style="color: red;">Handled by on-line pre-registration.</p>
	<p style="color: red;">Staggered start times and separated ride start locations. pre-ride briefing and implementation of smaller ride groups.</p>
	<p style="color: red;">Covered by Briefing</p>
	<p style="color: red;">Specific challenges at road junctions, where strong communication for social distancing will be required</p>
	<p>If your activities involve the loan of equipment you will need to reference the cleaning regime for the equipment and the measures that will be used to protect the person doing the cleaning. If parents / participants are cleaning loan equipment guidance will need to be given</p>

Volunteers & Coaches	Volunteers coming in to close contact with participants and spectators	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	N/A		
	Volunteers who would be classed 'at risk' attending the event	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	N/A	
First Aid Provision	First Aid provision unable to exercise correct treatment protocols in line with guidance	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	N/A	
	First aid provision unaware of protocols and actions should a person present with acute signs of covid 19 infection	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	N/A	
	First Aid certificate expires during covid period and is unable to be refreshed	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	N/A	
	The requirement to undertake first aid	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	N/A	
Emergency services response	All activity volunteers unaware of the actions to be taken in an emergency requiring attendance of the emergency services	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	N/A	
spectators / Parents / Other users	participants and spectators sharing food and drink increasing the cross contamination potential	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	N/A	
	Parents congregating, or impeding the activity	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	N/A	
	Participants and parents congregating in parking areas due to high numbers	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	N/A	
Shared Facilities	gathering of people within a confined space increasing the risk of infection and preventing social distancing protocols	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	N/A	
	Changing and showering facilities creating confined space with no social distancing measures increasing the likelihood of infection	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	N/A	
	Toilets creating confined space with many touch points to increase potential for infection	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	N/A	

	Obligations covered by sign-on procedure
	Individuals will be requested to bring their own PPE on rides
	Obligations covered by sign-on procedure. Face coverings and gloves to be used by anybody providing assistance. QUESTION - will there be a first aid kit made available?
	This refers to an activity led at a facility
	Club Run sign on should advise that attendees should be self sufficient with equipment and adequate food/drink
	No
	Might be relevant for Away Rides
	It is recommended that open communal areas be secured and not used wherever possible. Should you wish to make use of an area, consider this within the risk assessment and ensure social distancing measures are considered

Equipment	Equipment not being checked prior to use in line with existing standard practice due to fears of contamination	•	•	•	•	•	•	•	Ask participants to undertake own checks, under supervision / use effective hand hygiene and social distancing to check bikes, helmets and equipment	•	•	•				Yes
	Repairs to equipment required during activity	•	•	•	•	•	•	•	Leader to be suitably qualified to undertake repair. Repair to be undertaken in line with effective hand hygiene and social distancing requirements	•	•	•				Yes
	Use of specialist emergency equipment	•	•	•	•	•	•	•	Replace group shelter with individual bivvy bags; ensure that riders have their own spare clothing, waterproofs and personal medical requirements	•	•	•				N/A

Covered by pre-registration and briefing procedure
Anybody giving assistance must follow hygiene and social distancing (mask and gloves)

## Covid 19 Supplementary Risk Assessment - Guidance on completion

The covid 19 template document contains some of the more common hazards and risks identified and helps you to understand how the document is completed. There are also notes alongside each area guiding your consideration on what is required on the document and how to complete it.

In all cases the document will need to be amended to reflect your individual activity or situation. This can be achieved by the addition of further lines or the deletion of risks and control measures that are not suitable.

<b>Functional Area</b>	The general area the risk or hazard would fall into
<b>Description of the Risk</b>	This is used to describe the risk / issue and the potential outcomes from lack of management of that risk. Consider all areas of the activity, ensure you encapsulate your activity and the event in full
<b>Who is at Risk</b>	Those who will be impacted by the risk, whether that be participants, volunteers or the General Public
<b>Level of risk (pre-control)</b>	In your opinion what is the potential for your identified risk or hazard to cause harm from low to high
<b>Controls to reduce the Risk</b> (The use of PPE is to be considered a last resort when all other controls have been exhausted)	What controls are you going to put in place and how will they be managed to ensure a consistent control of the risk or hazard
<b>Level of risk (post-control)</b>	In your opinion following your control measures what is the potential for your identified risk or hazard to cause harm from low to high
<b>Action Progress</b>	This is where you identify who is responsible for the control measure, when they are expected to complete the task by and the date they implement the controls. If the control requires continuous monitoring then identify this with the word 'ongoing'