

## Introduction

Bike About Tours organizes bike tours to suit the varying abilities/experience of its clients and wants all participants on its tours to have an enjoyable experience.

We must look out for one another and share information about cycling and riding safety in an informal, supportive and polite way. These topics are often discussed during tours. Bike tours however, always have an element of risk and these may be higher than many other activities in normal life.

What is set out in this 'Risk Assessment' document is a written record of our assessment of the risks plus the actions we take to reduce and manage these. A Risk Assessment is an important step in **protecting both our clients and our company as a whole**. Every time we ride our bikes, we are exposing ourselves to various risks and this Risk Assessment helps us to focus our minds on these risks and hopefully helps to reduce them.

Bike About Tours seeks to protect its clients and the public from injury or loss as far as is '**reasonably practicable**'. Many of the things contained in this Risk Assessment are things we already do and are what might be considered as common sense. Nonetheless there may be information that is new and helpful to all participants.

The assessment is specific to Bike About Tours, and does not include activities such as learning the basics of riding a bike. Clients and guides are expected to know how to ride a bike. Inexperienced riders' risks resulting from, for instance, inability to balance or use brakes, are not considered. A number of the risks in this risk assessment are managed through ride planning, including weather assessments, by the guides and management staff. Some risks are managed through controls exercised by the guides. The majority of the risks are managed by actions to be taken by individual participants who should recognise that they have a duty of care to themselves and to others in the group. Whilst Bike About Tours rides will have a guide, the emphasis for safety is necessarily on individual clients.

## What is a Risk Assessment?

HAZARD = something with the potential to cause harm

RISK = the chance, great or small, of coming into contact with that hazard

This Risk Assessment uses a HIGH, MEDIUM, LOW indicator method. It's a careful examination of what in our tours presents a hazard and could cause harm to people. It then identifies ways to reduce and manage these risks. These are the control measures to be implemented by all riders on a tour. A grid system is then used to combine the two and give a graded level of risk LOW, MEDIUM, HIGH.

This Risk Assessment is generic, that is, it is suitable for all Bike About Tours tours. As the severity of a hazard cannot be reduced, the control measures seek to reduce the likelihood of the hazard occurring (RISK).

Severity	Likelihood	Risk Score
1=Low: No or minor injury	1=Low: Seldom or never likely to happen	1, 2, or 3= Low: Risk is controlled as far as reasonably practicable by most clients and guides following most of the guidelines
2= Medium: Injury requiring outpatient treatment	2=Medium: Reasonable, likely to happen	4=Medium: Risk is controlled by all riders and guides following all the guidelines
3=High: Hospitalization or fatality	3=High: Extremely likely to happen	6-9= High: Risk is high – Do not start the ride! Further actions are required to reduce the risk to medium or low

## Duties of Care

As a **guide**, you have accepted the responsibility of leading others. You owe them a duty of care to ensure that they are not exposed to a foreseeable risk of injury, as far as you reasonably can. If you accept a position, you are likely to agree to carry out certain functions, which may affect the safety of others both inside and outside the tour. You are accepting responsibility and you must fulfill those duties to the best of your ability without negligence. That is, you must not create a foreseeable risk of injury and you must take reasonable steps to deal with any foreseeable risk of injury, which exists or arises.

For example:

If you are a **guide**, you must implement, discharge, communicate and review the tours safety policy, risk assessments, training requirements etc.

If you are a **guide**, you have agreed to lead a tour and you must take reasonable measures to see that the tour is as safe as it can be. It is also important to note that **clients** have a duty of care not only to themselves but to members of the public and to the persons with whom they are riding. I.e. The duty of care requires you to consider the consequences of your acts and omissions and to ensure that those acts and/or omissions do not give rise to a foreseeable risk of injury to any other person.

## Summary

Reading this you may be thinking 'this is scary I am never going out on my bike again'. However, as stated earlier, most of this is common sense and is action that we already undertake. The key word in all of this is **REASONABLE**. Clearly, one is not expected to guarantee the safety of others, merely to act reasonably.

**Importantly, please respect the guides. Without them, tours would not be possible. Listen to the briefings, pay attention whilst on tour and feel free to contribute.**

Please read on and make yourself familiar with the contents of this document.

If you have any questions/comments/ideas do not hesitate to contact a member of the staff or guide.

All clients are reminded that they are responsible for their own safety; individuals take part in any tours at their own risk.

Activity	Hazard	Uncontrolled Severity	Uncontrolled Likelihood	Uncontrolled Risk	Mitigation Measures	Person Responsible	Controlled Severity	Controlled Likelihood	Controlled Risk
Pre-ride	Equipment: Failing equipment	3	1	3	Cycles must be roadworthy. Guides and clients must inspect their cycle prior to each bike paying particular attention to brakes, frame, steering, pedals, wheels and tires. If a client or guide has concerns about the condition of a bike before the ride commences they may consider switching for a different bike. Bike About Tours strongly advises that all riders wear a properly affixed hard shell helmet that meets an internationally accepted safety standard.	Client Guide	3	1	3
Pre-ride	Route: Bad surface etc.	3	2	6	Tours are planned to avoid known hazardous roads. Tours are reviewed before the tour considering the weather forecast, and tours are rerouted, ended early, or canceled if risk is too high.	Guide Management staff	3	1	3
Pre-ride	Known medical conditions	3	2	6	Clients with a known medical condition are to ensure that they are fit to participate in the tour, carry any necessary medication, and ensure that an accompanying client has sufficient knowledge of the condition to ensure their safety in the event of an incident. Bike About Tours recommend that clients carry a card, where known medical conditions can be listed. Inform the guide of the condition if you are happy to do so.	Rider	3	1	3

Activity	Hazard	Uncontrolled Severity	Uncontrolled Likelihood	Uncontrolled Risk	Mitigation Measures	Person Responsible	Controlled Severity	Controlled Likelihood	Controlled Risk
Pre-ride	Equipment breakdown, stranded	3	2	6	Each client must familiarize themselves with the distance and pace of the tour planned prior to making their decision to attend. To assist this decision, information is provided prior to the ride on Bike About Tours' website. In addition a briefing will be provided at the start of the tour. All bikes are regularly maintained and checked before tours.	Client Guide	3	1	3
Pre-ride	Inexperienced riders in the group	3	2	6	When there are inexperienced riders, consideration should be given to reducing the size of the group or suggestion to the client to forgo the tour	Guide	3	1	3
Pre-ride	Hypothermia, sunburn, or heat stroke due to weather conditions	3	2	6	Routes are reviewed before the ride considering the weather forecast and canceled, rerouted, or ended early if risk is too high. Clients to assess weather conditions and dress and prepare appropriately.	Guide Clients	2	1	2
Pre-ride	Hazards: Inexperienced rider	3	2	6	All clients will have a briefing with the guide to discuss the suitability of the ride and ride safety and the need to follow the guide. Clients that are very	Guide	3	1	3

					inexperienced, fall consistently, or are putting others in danger will be asked to forgo the tour for the safety of the group.				
Ride	Collision with other road user (Motor vehicle, pedestrian, cyclist, etc.)	3	2	6	Tours are planned to avoid known hazardous rights of way, busy roundabouts, blind bends and summits, narrow lanes and avoiding dates of special events and road works. Clients must follow traffic rules and obey traffic signals and signs. Guides and clients need to continually assess traffic conditions, drivers, and take appropriate safety action such as getting off and walking or using a pedestrian crossing to cross a major road. When stopping, clients and guides should use a place sufficiently off the right of way and wait for the group.	Guide Clients	3	1	3
Ride	Impact with the ground and falling due to fatigue	3	2	6	Clients have the responsibility for ensuring they carry water and are nourished for the ride. The tours are planned with a refreshment stop and guides will state them to the group at the beginning of the tour. If during the tour you or someone you observe becomes significantly fatigued or unwell, inform the guide immediately.	Guide Client	3	1	3
Ride	Collision with other client in the	3	2	6	Clients in the group should avoid overlapping wheels and avoid passing on the	Client	3	1	3

	group				inside of another rider or on narrow roads.				
Ride	Impact with ground- Falling due to bad surface (Gravel, pothole, oil, ice, etc)	3	2	6	Tours are planned to avoid known hazardous roads. Tours are reviewed before the tour considering the weather forecast, and rides rerouted or canceled if risk is too high. All clients must pay close attention to the road surface and the environment. Abilities in tours will vary and it is for each individual client to consider the conditions and take individual action such as slowing down and dismounting. All clients are only to ride at a speed at which they are competent and confident. Guides and riders should communicate hazards to the group. Use of personal protection such as helmets may reduce injury in the event of a fall, but do not prevent the incident arising. Bike About Tours strongly recommends wearing an approved cycling helmet.	Client Guide	3	1	3
Ride	Collision or fall due to being blown off course (Strong winds or draft from large vehicle)	3	2	6	Tours are planned to avoid major roads where high numbers of large vehicles are expected. Tour routes are reviewed before the tour considering the weather forecast, and tours are rerouted to more sheltered routes, ended early, or canceled if risk is too high	Guide Management staff	3	1	3
Ride	Lone	3	1	3	Tours are intended as	Guide	3	1	3

	cycling (Stopping, traffic, injury etc when abandoned by the group)				group rides. Clients must communicate to the guide of anybody stopping or being left behind. Guides should not leave a client stranded alone, unless safe to do so and is a necessity. Guides should wait at every junction, traffic crossing, and stop for a client left behind. In order for the guide to be sure that nobody has been dropped, they must be aware of their group size at the start and do a headcount when regrouping.	Client			
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## **Notes**

Guides are not first aiders, though they carry a basic first aid kit with them at all times for minor injuries.

### **CALL 18 FOR EMERGENCY MEDICAL ASSISTANCE**

Guides and clients are encouraged to err on the side of caution, and call medical services if any participant is questioning calling for help. Guides are to inform management staff of emergencies on tour and may be required to call for medical assistance if deemed necessary.

In the event of a significant incident or near miss, the guide must report the circumstances to management staff. The report will then be considered by the management staff and possible action may be taken to avoid similar incidents in the future.

Clients are encouraged to raise any issues or concerns with the guide.

Bike About Tours insurance provides third party liability insurance for guides, who act as officers of the company when guiding approved tours. This insurance DOES NOT provide personal injury or bicycle theft/damage cover for clients.