

Cycling UK – Returning to activity plan (Scotland)

Advice and guidance for Cycling UK staff, volunteers and participants navigating coronavirus

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Statement from Cycling UK's Director of Influence and Engagement

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Statement from Cycling UK

As the national cycling charity, our aim is to support the UK's population to cycle. This remains true during this period of coronavirus affecting the UK.

Above all, the safety and welfare of Cycling UK's staff, volunteers, participants at our rides and events, including beneficiaries of our cycling programmes and the general public, is always our main priority.

We are closely monitoring the situation and taking advice from Scottish Government, sportscotland and NHS Scotland.

Introduction

This document has been designed in accordance with Scotland's guidance and has taken into consideration all relevant areas that have been affected by coronavirus.

Cycling UK has created this guidance for you to use when resuming rides and group activity when you feel confident and safe to do so. The underlying message to all group-based activity is to **only undertake activities and tasks that you feel comfortable and safe carrying out.**

In the event that your region, county, city or town has a temporary lockdown due to an increase in local coronavirus cases, we expect groups to cease cycling activity and follow local advice.

Background

Phase 3 of [Scottish Government's Route Map](#) allows for an increase in group sizes for the purposes of recreational and structured club, coached and led activity from 24 August 2020. This means that organised activities that have appropriate protocols in place can operate group activities for up to 30 people with no household number limit.

Activities that are out with formal, organised structures must adhere to the guidance for informal activities, which restricts activity to 15 participants from 5 households.

Key Points for Organised Club/Group activity:

- Groups and clubs must appoint a Covid Coordinator and understand their responsibilities in ensuring that group activities adhere to Scottish Government Guidance. Sportscotland has produced an [e-learning module](#) to support Coordinators

understand their role. Covid Coordinators should contact their Cycling UK Development Officer so that we have a register of Covid Coordinators for any further dissemination of information and guidance.

- Physical distancing is suspended for the duration of the organised ride, but not for activity before and after the organised ride (such as the gathering at the meeting point or having coffee afterwards). This means physical distancing of 2m should be maintained before and after the ride or activity for all people aged 12 or over.
- Ride Leaders can lead adult groups of up to 30 people, from an unlimited number of households. However, Cycling UK would advise caution in managing group rides of this size and suggest that groups of up to 15 may be more appropriate for road riding.
- Ride leaders and participants should consider if they feel comfortable and confident to engage in group activities, particularly around administering first aid, in the current conditions. Do not feel under pressure to resume activities if you are not comfortable and confident to do so.

The following guidance gives more details and information about resuming group or club activity, providing links to sources of support for Cycling UK staff and volunteers and affiliated group leaders and participants.

Staff, volunteers and participants

We want to ensure that all staff, volunteers and participants are safe and fit to undertake and/or lead Cycling UK activities and affiliated group activities. To do this, there are four checks to consider:

1. **Symptoms** - if an individual has symptoms, or anyone in their household has symptoms, of Covid-19, then under no circumstances can they undertake an activity and **they MUST cease all Cycling UK and affiliate group activity**. They will need to self-isolate in accordance to the current government guidance in [Scotland](#). You can view the related symptoms further down the document within the medical considerations section.
2. **Comfort** – if an individual volunteer and/or participant doesn't feel comfortable in undertaking an activity or if they have worries or concerns around the session, it may be best to not take part in the activity until they feel confident to return to the session.

Ultimately, Cycling UK activity sessions are for fun and to enjoy the benefits of cycling. We want our ride leaders to feel confident and happy to undertake the role to provide a safe and reassuring space for cycling. There is **no requirement or pressure on you to undertake an activity** if you choose not to.

3. **Vulnerability** – if an individual is over 70 years of age and/or has received a letter in the post regarding an underlying health condition and are therefore deemed clinically vulnerable, then they need to consider if they are ready to return to group activity. This is an individual decision and will depend on their own circumstances.

4. **Registration** – ensure that all volunteers are logged and their details up to date, including personal details, emergency contact and role. We recommend using our volunteer engagement tool [Assemble](#) as a way to manage volunteer details and documents. This provides easy access to all relevant documentation and any further updates. It is vital that you have a record of all ride participants so that your Covid Coordinator can contact them. Please contact your [local Development Officer](#) for any help you need in using Assemble or recording information about your rides.

Promoting responsibility

It is imperative that you take these checks into consideration before undertaking an activity, especially when leading one. It is the responsibility of the individual to ensure the above have been considered to enable you to make an informed decision of whether to participate or not. **Please only undertake an activity that you feel safe and comfortable doing.**

Physical distancing

For organised rides that have the appropriate protocols in place, physical distancing is suspended for the duration of the organised activity (e.g. a group ride) but should be maintained before and after the activity.

For informal rides physical distancing must be maintained along with the restrictions on household and participant numbers (Groups of up to 15, from a maximum of 5 households).

Participants aged 11 and under do not need to physically distance but participants of 12 or over should be physically distanced before and after the activity

Please see the [tips for social distancing article on the Cycling UK website for more information](#). When out for a group ride, the key requirements for physical distancing are as follows:

Know the rules

It is vital you are aware of the current rules and guidance in Scotland and the difference between organised and informal activities.

To help you understand the latest advice and guidance, Cycling UK has produced a definitive [coronavirus Q&A](#) article, and also specific [Advice for Groups](#) article. These pages are updated regularly to make sure everyone is well-informed and can make informed decisions.

Additionally, as the situation progresses, targeted 'local lockdowns' in certain areas to suppress spikes may mean that social distancing rules change.

Plan ahead

With proper planning, many risks can be mitigated. When planning a route, consider avoiding town and village centres that may be busy at particular times but ensure you have thought about appropriate access to toilet and hand washing facilities.

It may also be worth planning around any local beauty spots that you know people will flock to during nice weather. Now is an excellent time to avoid honeypot areas and head off the beaten track if it's within your experience and fitness level.

Quieter roads in low traffic areas also make it easier to space out to prevent the group from getting too bunched up, taking particular care at tight junctions.

It may be a better option to forgo the usual mid-ride coffee and cake. If you do have a particular stop in mind, double-check the establishment will be open when you plan on visiting and what facilities they will have open. Alternatively, you can get creative and bring [your cafe stop with you](#). But please do not share refreshments around except with people who are in your household and ensure that distancing is maintained!

Consider what tools and equipment everyone brings with them to deal with a puncture or mechanical. Whilst everyone should ride with basic equipment (spare inner tubes, tyre levers, mini pump or CO2 and a multi-tool) to get them home, it is common to see other items shared out between the group.

Be responsible

When out cycling, you should always be aware of what's going on around you and be considerate of others. Be sure to give other cyclists you're overtaking a wide berth and leave plenty of space behind you before you cut back in.

Likewise, leave plenty of room if there is another cyclist in front of you when stopping at junctions, and allow them to clear the junction before you move forward.

Consider how traffic coming up behind you may act. We know that even at the best of times, drivers often fail to give cyclists sufficient space when overtaking, and this behaviour may be made worse if your group is taking up more road space than usual.

The [rules for social distance and separation](#) vary across the four nations of the UK and are now different depending on the type of ride (organised and informal). Remember that the appropriate separation distance when you're riding with others may be affected by whether you're riding behind them, and in their slipstream, and the speed you're travelling. You should therefore also apply your own judgement, remembering that the minimum distance rule is a minimum, and you can allow a greater distance where possible.

The Highway Code says you can cycle two abreast, and this normally makes it easier for vehicles to properly overtake, this [article](#) explains the rules around this in more detail.

Groups of more than two people on smaller, informal rides should be particularly cautious about riding two abreast at present, as 'physical distancing' makes it harder to quickly switch to riding single file. Small groups should therefore generally avoid riding two abreast, except:

- On wide off-road routes, and
- On very lightly trafficked roads with adequate width and very good sight lines

As always, apply a good deal of judgment to your situation.

Medical considerations

It is important to consider your own personal medical conditions before undertaking an activity. You are responsible for keeping yourself safe. Although shielding has been paused, you or your clinician may feel that group activities are not yet advisable.

Avoiding contamination

Guidance for avoiding contamination remains the same:

- Catching coughs and sneezes in a tissue and throwing them away immediately
- Washing hands with soap and water regularly for at least 20 seconds (or using alcohol-based hand sanitiser if you're unable to wash your hands with soap and water)
- Avoiding close contact with people who are unwell

You can find more advice about avoiding coronavirus on [NHS Inform](#) and more information about staying safe on the [Scottish Government website](#).

Symptoms and Test and Protect

Test and Protect, Scotland's approach to implementing the 'test, trace, isolate, support strategy', is a public health measure designed to break chains of transmission of COVID-19 in the community.

As part of this you will be asked to self-isolate at home for 10 days if you have symptoms of COVID-19 or you have tested positive for it. If you live with someone who has

symptoms or has tested positive, or if you have been in close contact with someone who has tested positive, you will be asked to self-isolate at home for 14 days.

The symptoms of COVID-19 are:

- continuous cough
- fever/high temperature (37.8C or greater)
- loss of, or change in, sense of smell or taste (anosmia)

Anyone with the symptoms of COVID-19 should go online to www.nhsinform.scot to book a test. If you cannot get online please call 0800 028 2816. You should self-isolate at home straight away along with other members of your household.

Details [of how to self-isolate](#) can be found on the Scottish Government website <https://www.gov.scot/publications/coronavirus-covid-19-test-and-protect/>

Undertaking an activity

This is a quick summary of actions and precautions that **MUST** be considered before undertaking an activity. This is to guarantee that an enjoyable and safe activity is provided.

Preparing for the activity

- Health of leader
- Travel options
- Promoting the activity
- Risk prevention and assessment

During the activity

-
- Encourage personal hygiene
- Promote small and consistent groups

After the activity

- Encourage physical distancing

- Consider travel options
- Monitoring and storing data

Preparing for an activity

Health of leaders - Ensure that staff, volunteers and participants are well enough to undertake the activity. Minimise contact with individuals who are unwell by ensuring that staff/volunteers who have coronavirus symptoms, or who have someone in their house who does, **do not attend the session if unwell** and don't return until they have self-isolated and symptoms have passed. See self-isolating guidance in the staff, volunteer and participants section above.

First Aid

Please remember the following key principles:

- A first aid kit up to your qualification remit must be carried by all leaders and updated appropriately for the COVID pandemic.
- In the event of a first aid incident, leaders and volunteers should ensure their own protection using appropriate PPE before administering first aid.

St John Ambulance [have information on how to provide appropriate First Aid](#) in the current situation.

Consider travel options - Travelling to/from the location of activity/session: Walk, wheel or cycle to location if possible, but if you must use a car, then go solo in the vehicle or only with others from your household. You must use a face covering if using public transport.

Promoting the activity – You can promote your activity publicly on the Cycling UK website. You need to identify a way of logging any participants that wish to attend the activity to guarantee you keep to the allocated group size. Most groups have their own way of doing this.

For Cycling UK Member Groups ONLY, we have the groups toolkit on our website that provides an easy way to send out emails to all members with the activity information and monitor attendees. Alongside that, you should also keep a separate list of names of those who do attend the activity for 'Test and Protect' contact tracing. For all other groups, please contact your local Development Officer for support if you don't already have a process in place.

Risk prevention and assessment – Ensure all necessary actions are undertaken and that all ride and activity leaders are safe and confident to undertake any activity. They can be registered as a volunteer on our volunteer engagement tool [Assemble](#).

All ride leaders MUST follow this four-step process prior to undertaking an activity:

1. Appoint a named person as a Coronavirus Coordinator to be responsible for overseeing the coronavirus risk assessments and ensuring that the group can adhere to any guidance issued by Cycling UK and any guidance from Scottish Government.
2. Have some form of secure record-keeping for Test and Protect contact tracing. As a minimum, that means having contact details for everyone on a ride and a way of getting in touch with them so that people can be notified if someone they were riding with tests positive or later shows symptoms of coronavirus.
3. Undertake a risk assessment that includes a plan of what to do if someone becomes ill or displays symptoms on a ride, and makes it clear that anyone displaying symptoms should not attend future rides or activities unless and until they have complied with self-isolation guidance and been tested for Covid-19.
4. Communicate what you are doing to people participating in the activity and alert them to any possible risk if guidance is not followed, particularly if they fall into vulnerable categories. Follow up any concerns they may have.

During an activity

Physical distancing – If you are following the protocols for organised rides you don't need to distance during the activity/ride. However, you do need to ensure you physically distance from other staff/volunteers/participants before and after the ride or activity. When stopping, ensure there is enough room for everyone to stay physically distanced.

Ensure you are considering the start and end point of group rides and not meeting in busy public spaces and/or places where there isn't enough room for you all to safely congregate.

Brief the group on the distancing requirements. Highlight any key places where you need to slow down and allow for oncoming traffic and/or areas where space would be limited.

During the briefing, ensure you revisit best practice when cycling, allowing for other road and path users to go first, leaving a safe amount of room in the process. Remember 'Be nice and say hi' and now 'be nice and stand back'.

Encourage personal hygiene:

- Everyone should wash their hands thoroughly for 20 seconds using running water then dry them thoroughly, or use alcohol or a hand rub or sanitiser, ensuring all parts of the hand are covered.
- This is only applicable if you stop at refreshment stops. However, you could include it within your communication prior to the activity.
- Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach.
- Consider taking face coverings where applicable. All leaders are recommended to have an appropriate face covering so in the event of an incident they are able get into a venue.
- Clean frequently touched surfaces often, using appropriate products.
- Use own tools/bikes, and do not share during the session if possible.
- Take your own water bottle to keep hydrated and do not share it.
- If you must take food, take what you need for the day for yourself and do not share it. Use your own utensils and vessels.

Promote small and consistent groups - Minimise contact where possible by keeping in small groups of no larger than fifteen for face-to-face support sessions. However, we are still encouraging smaller groups as best practice. Keep those groups as consistent as possible when undertaking activities.

After an activity

Promote physical distancing - If you are finishing at a venue, facility or café, please ensure to continue distancing.

Consider travel options - Use the same travel advice as above and promote cycling, wheeling, and walking as the best mode of transport to get to the event.

Monitoring and store data - Make the appropriate people aware if you develop symptoms: if you begin to feel ill, contact your Coronavirus Coordinator as soon as possible and then follow the Test and Protect guidance.

Ensure to keep your risk assessment and participants' log for up to a period of up to 12 months stored safely away. In the event that there are any illnesses that develop after your activity, you have all information recorded to demonstrate that duty of care was taken.

Overview of undertaking an activity

Please use common sense and only undertake and lead activities/tasks you feel comfortable doing. If you have any concerns, please contact your local Development Officer and/or Coronavirus coordinator.

Events, challenges, and competitions

If your group wishes to put on an event, challenge or competition, we are asking that you get in direct contact with our group's engagement officer: please see their details within communications and further updates section below.

There is a possibility that small outdoor events (up to 30 people) could be allowed under specific circumstances and very strict restrictions. Please do get in contact for further information.

Insurance

Note that in light of the latest UK Government and Scottish Government advice on coronavirus, and guidance on physical distancing designed to reduce the risk of spreading infection, group cover provided under the Organisers' Liability insurance could potentially be invalid if a club or affiliated group decides to go against the advice issued by Cycling UK and arranges large scale events and/or large group rides that exceed the numbers permitted under each nation's guidance.

For individual cyclists, the Third Party Liability insurance included within membership will protect a member of the public against the risk of a cycling related incident involving an insured member.

The safety and wellbeing of Cycling UK's staff, volunteers, riders, participants of our cycling programmes and the general public remain our number one priority. Cycling UK will continue to monitor the situation and will be reviewing guidance from Scottish Government, NHS Scotland and partners.

Supporting documents for Cycling UK groups and volunteers

To support the return to group cycling activities, we have created:

- Coronavirus Guidance for Returning to Group Activities
- Coronavirus Risk Assessment Checklist
- Coronavirus Guidance for Cycling UK Volunteers, Staff and Participants
- Return to activity plan (England, Wales and Northern Ireland)
- Return to activity plan (Scotland)

You can obtain these resources on our [Coronavirus – advice and guidance for group cycling](#)

Communications and further updates

Cycling UK regularly updates its advice on cycling in groups following government updates across all four nations of the UK. While the general advice remains that people from all nations should follow their nations guidance we are encouraging individuals to ride within smaller groups for safety.

Cycling UK's advice remains that it is advisable for people to cycle for their health, fitness and well-being.

We'll continue to monitor the situation carefully and will update groups and areas via the website and our volunteer newsletter. If any further action is needed, such as the cancellation of rides and events, we will contact groups and event organisers directly.

If you have any questions, please see our coronavirus FAQ page [here](#) and our groups activity guidance page [here](#) or contact [your local Development Officer](#). You can also contact the Cycling UK Groups engagement officer Tom at groups@cyclinguk.org.