

This document is relevant for these nations: England, Wales and Northern Ireland

# Cycling UK – Returning to activity plan

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

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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, especially during this period of coronavirus.

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

We are closely monitoring the situation and taking advice from government, the NHS and partners throughout.

## Introduction

This document has been designed in accordance with each country's government's restrictions and has taken into consideration all 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 underpinning message to all group-based activity is to **only undertake activities and tasks that you feel comfortable and safe doing**.

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

## 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. To do this, there are four checks to make:

1. **Symptoms** - if an individual has personally experienced symptoms or been around anyone that has shown Covid- 19 symptoms, then under no circumstances can they undertake an activity and **they MUST cease all Cycling UK activity immediately**. They will need to self- isolate in accordance to the current government guidance for [England, Wales](#) and [Northern Ireland](#). (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 that they not take part in the activity until they feel confident to return to it.

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 them to undertake an activity** if they 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 strongly consider if they are ready to return to group activity. We are still leaving this to an individual's discretion: as cycling is a preventative activity, they should also think about whether it is a good idea to undertake it or not.
4. **Registration** – ensure that all volunteers involved in group activities such as ride leaders are logged and their personal details, emergency contact and role are up to date. We recommend using our volunteer engagement tool [Assemble](#) as a way to do this.

Through Assemble, volunteers will also have access to all relevant documentation and any further updates they need for their roles.

Please contact our Groups Engagement Officer for further assistance:  
[groups@cyclingsuk.org](mailto:groups@cyclingsuk.org).

## 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 them to make an informed decision of whether to participate or not. **Please only undertake any activity when you feel safe and comfortable doing so.**

## Social distancing

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 social distancing are as follows:

### Know the rules

It is vital you are aware of the current rules and guidance in your nation. These rules are changed regularly and differ between nations.

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

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

It is also worth regularly checking your national and local government website for any guidance or rules specific to your area.

### Plan ahead

With proper planning, many risks can be mitigated. When choosing a route, consider avoiding town and village centres where possible.

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.

Quieter roads 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 unless people are in your 'bubble'!

Consider what tools and equipment everyone should bring 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 – we do not advise this currently.

## 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 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 sometimes 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.

Although it may be within current guidelines to cycle as a small group, the realities of maintaining proper social distancing measures whilst out cycling may mean that it's not a wise idea to head out with the maximum number of individuals allowed. Smaller groups usually work better in any case.

The [rules for social distance and separation](#) vary across the four nations of the UK. 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 and should allow a greater distance where possible.

The Highway Code says you can often 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 should be particularly cautious about riding two abreast at present as 'social 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. For instance, if you have received a letter asking for you to shield, then we wouldn't expect to see you on a Cycling UK-led activity.

### 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
- Wear a mask where required

You can find more advice about avoiding coronavirus on the [NHS website](#) and more information about social distancing for all UK nations on the UK Government's website.

### Symptoms

Following recent guidance released by the government, we ask that all of our volunteers and members stay at home if they have any of the symptoms below and do not attend Cycling UK activities.

You are advised to self-isolate for 10 days, regardless of travel history or contact with confirmed cases, if you have any of these symptoms:

- a new continuous cough
- high temperature (of 37.8 degrees centigrade or higher)
- a loss of, or change in, your normal sense of taste or smell (anosmia)

Do not go to a surgery, pharmacy or hospital. You do not need to contact 111 to tell them you're staying at home. You should inform your coronavirus officer and the relevant [test and track](#) (England), [test trace protect](#) (Wales) and [testing and contact tracing](#) (Northern Ireland), which are the mechanisms for storing and passing on contact details.

Fourteen-day isolation is required if you:

- live in a household with anyone that has symptoms
- have been contacted by the NHS because you have been in close contact with someone who has tested positive for coronavirus, or
- have travelled from certain countries outside the UK and Ireland

## 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
- Consider travel options
- Promoting the activity
- Risk prevention and assessment

### During the activity

- Social distancing is paramount
- Encourage personal hygiene
- Promote small and consistent groups

### After the activity

- Continue promoting social distancing
- Consider travel options
- Monitor and store 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 principle:

Cycling UK recommends that first aid is **ONLY** carried out by a qualified first aider, who should carry a first aid kit up to their qualification. **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 or cycle to location if possible, but if you must use a car, then go solo in the vehicle or only with someone from your household. You must use a face mask 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 to monitor attendees.**

**Alongside that, you should also keep a separate list of names of those who do attend the activity for track and trace. For all other groups, please contact the groups engagement 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 Officer 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 each nation's government.

2. Have some form of secure record-keeping to support your government's testing and tracing strategy. 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/or 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

**Social distancing is paramount** – Ensure you socially distance from other staff/volunteers/participants. When stopping, ensure there is enough room for everyone to stay socially distanced.

You **MUST** follow your government guidelines at all times to keep a safe distance and be alert to any national and local changes.

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 safe and socially distanced riding. Highlight any key places where you need to slow down and allow for oncoming traffic and/or areas when space would be limited.

During the briefing, ensure you revisit best practice when cycling, allowing for other road and trail users to go first, leaving a safe amount of room in the process. Remember 'Be nice and say hi' and now also '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 masks where applicable. All leaders are recommended to have an appropriate face mask 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 15 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 those activities.

## After an activity

**Continue promoting social distancing** - If you are finishing at a venue, facility or café, please ensure to continue social distancing.

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

**Monitor and store data** - Make us aware if anyone develops symptoms: if they begin to feel ill, they should contact the Coronavirus Officer as soon as possible and then look on the NHS website for the next steps.

Ensure to keep your risk assessments and participants' logs for 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 groups engagement officer or Coronavirus Officer.

## 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 groups 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 Government advice on coronavirus, and guidance on social distancing designed to reduce the risk of spreading infection, group cover provided under the Organisers' Liability insurance could potentially be invalid if a Member Group 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 taking advice from the Government, the health sector 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 nation's guidance, we are encouraging individuals to ride within smaller groups for safety.

However, always keep an eye on your local and national guidance changes because they are constantly evolving.

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 Velocheer. 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 Cycling UK's Groups Engagement Officer [groups@cyclingsuk.org](mailto:groups@cyclingsuk.org)