

Cycling UK Event Organiser and Ride Leader Checklist

Cycling UK has a long history of delivering excellent rides and events. This guide is based on the best practice that Cycling UK, its clubs, groups and instructors have accumulated over the years.

If you wish to be covered by Cycling UK insurance, please ensure you read this guide and adhere to the terms of any insurance cover you obtain through us.

Insurance cover

Cycling UK provides Organisers' Liability insurance for events that are formally registered by Cycling UK Member and Affiliate Groups, organisations, individuals and charities via Cycling UK registration forms and websites.

Additionally, Cycling UK provide cover to organisations, individuals, charities or groups who register rides and events as part of the following initiatives:

- Big Bike Revival
- Bike Week
- Women's Festival of Cycling

If you are organising an event

Before organising any event, please check the event has been accurately registered with Cycling UK and is valid for the cover you have requested.

Please note, with regards to Cycling UK initiatives Big Bike Revival, Bike Week and Women's Festival of Cycling, there are specified dates for which cover applies and your event must fall within these dates to be considered for cover.

Please ensure you also read Cycling UK ['Guidance Note 5 – Special events'](#) for the details of the insurance cover.

We have an [event organisers toolkit](#) with guides and resources to help you.

Health and Safety checks:

You must complete a Risk Assessment for every event you hold and keep a record for reference. Use the template on the [Cycling UK website](#) as a guide

- If your event is aimed at novices, you should risk assess the use of busy or fast roads. Other hazards might include but are not limited to: cattle grids; loose gravel; sharp corners; steep downhill; railway crossings; roadworks and roundabouts.
- Your group or organisation may also have its own health and safety policies which should also be followed.
- Consider how you would deal with extreme weather on the day. If the weather is too severe to be able to guarantee the safety of your participants, you should cancel or curtail your event, even at short notice.

- Have a contingency plan in place should the unexpected occur.
- Make sure to advertise a landline as well as a mobile phone number for emergency use
- If you're hiring a village or community hall, the Health and Safety Executive provides a Village and Community Hall Checklist to use:
<http://www.hse.gov.uk/voluntary/assets/docs/village-hall.pdf>
- Be aware of any equipment that could be hazardous; such as gazebos or shelters which should be firmly pegged or weighted down, especially if it's windy.

Event base checks:

For larger events or rides, it is a good idea to have an event base. Think about the following when choosing a venue:

- A location that provides a recognised start and finish area away from pedestrians and other traffic
- The availability and proximity of public transport
- The availability of cycle parking; such as dedicated parking or railings to which bikes can be locked securely
- Access to toilets, including disabled access
- Supply of refreshments; please note water should be freely available, whether tap or bottled. Remember any food should be clearly labelled to cater for allergies and intolerances
- Ability to put up signage, to the venue and at the venue itself
- Ability to charge mobile phones or other types of communication, like WiFi access

Accessibility checks:

Facilities needed by people with disabilities might include:

- priority car or cycle parking
- easy access to toilets and refreshments
- large signage with colour contrasts
- good lighting
- facilities for help dogs
- extra support from ride leaders or other officials

Leading a ride checks:

You must make sure you find out the names of everyone on your ride; not just for insurance purposes but it's also friendlier. Please ask all riders to complete a [signing on sheet](#).

- Young people under 18 years old must have signed parental consent as outlined on the signing on sheet. Under 13s must not ride unaccompanied by either a parent or guardian.
- Enlist the help of any experienced riders to: keep an eye on newer ones; act as backmarkers; lead a second group; act as 'human signposts' at junctions or gates.
- Explain at the start how you will lead the ride: any jargon and hand signals you might use; when and where you will wait for stragglers; how you will deal with traffic and so on but remind each rider they are responsible for their own safety.

- Point out any likely hazards in advance. In the unlikely event of an incident, please complete a [Cycling UK Incident Report Form](#) as soon as possible
- Avoid blocking roads and trails – choose stopping points carefully.
- Keep the ride flowing smoothly but do stop occasionally and give stragglers a rest.
- You have a duty of care to the riders and the public, so if you think someone may endanger themselves or others, have a quiet word; if their behaviour persists, you are entitled to ask them to leave the ride.
- You should lead by example and remain courteous and considerate to all road users and fellow riders.
- Ensure anyone who wishes to leave the ride is happy to make their own way home.

Items to carry checks:

It's a good idea to carry a few essential items such as:

- Maps or GPS unit
- Selection of small tools, inner tubes, tyre levers and a puncture repair kit
- A mobile phone
- A supply of: [Cycling UK's Incident Report Forms](#); [sign on sheets](#); [risk assessments](#)

For more information on organising events and rides check out Cycling UK's Ride Leader Handbook.