

Standing Risk Assessment Normal Operating Procedures

FOR KICC COACHES & LEADERS

All KICC leading activity must adhere to the following guidelines and leaders must maintain constant dynamic risk assessments as well as document their consideration of risk prior to each activity. Any activity not adhering to these guidelines must be preceded by a standalone risk assessment submitted prior to the activity. Examples of which would be trips to new areas, orange grade features, DH specific trails or remoter areas than trail centres / surfaced public paths.

1 Venue and Riders

Name of group/activity:		KICC, Chris Bryant				
Date and time of activity:		Oct 2025				
Riders:	Estimated No.:	60	Ability:	Mixed	Age:	Under 18
Club Chair	Name:	Chris Bryant		Telephone:	07800847281	
Date of risk assessment:		01/10/2025				
Venue	Name:	Glentress Trail Centre, Tweed Valley Trails at Innerleithen and Caberston Forest with other routes as deemed suitable by KICC leaders				
	Address/location:	Tweed Valley, Scotland		Postcode:		
Existing risk assessments for venue, activities or equipment:		Previous risk assessments conducted 01/03/2014, 24/08/14, 06/02/15, 16/02/15 28/08/2016, 08/02/2017, 02/09/2018, 23/05/2019, 01/04/2020, 01/04/2021, 05/3/2023, 05/06/2025				

Location of toilets:	Public toilets in Innerleithen’s Victoria Park (30p access) and Glentress trail head facility and cafe. Toilets at main Cardrona Forest.. No toilets at Cardrona pump track. Toilets at Innerleithen Trail Centre only open when uplift is running.		
Location of changing rooms:	Only at Glentress		
Location of nearest telephone and how to dial out:	Every leader should carry a mobile phone although reception is not perfect, especially at Glentress and forest locations. Short range walkie talkies to be carried by one leader and one helper per group at Glentress. These should be used within a group or as a relay if possible to communicate between groups.		
First Aid	Name:	Each Leader	
	Location of first aid:	Carried by leaders, it is a leader’s responsibility to ensure they maintain first aid certification	
	First aid kit available	☒ Yes ☐ No	
Glentress:			
Venue contact person	Duty Ranger Glentress 07834435380		
Person conducting risk assessment			
Name:	Chris Bryant		
	Telephone:	07800847281	
Signed:			
	Date:	01/10/2025	

Covid Specific Risk Assessment for outdoor activity					
Description of Hazard	People at Risk (coaches, cyclists, spectators, others)	Level of Risk (high, medium or low)	Advice on Hazard Required?	Resolution/Action	Resolution Implemented By
Risk of negative reaction or abuse from public	All participants	Medium	x No ☐ Yes If yes	Leaders to create distinct groups of riders at sign on and collection.	Coaches/ Leaders/ Helpers

Risk Assessment							
ID	Location of Hazard	Description of Hazard	People at Risk (coaches, cyclists, spectators, others)	Level of Risk (high, medium or low)	Advice on Hazard Required?	Resolution/Action	Resolution Implemented By
	Supporting Factor, proving due diligence	Failure to document risk assessment	Coaches	Medium	NO	KICC will make available a format for daily risk assessments. It is the leader or coaches responsibility to ensure they document the steps they have taken to consider and reduce risk associated with an activity to a suitable level	Coaches and leaders
2		Lost child, recognition of specific needs of the child	Riders	High	No	Membership cards have been withdrawn however a list of members is now accessible via the risk assessment app. At the start of each session and at regular points throughout the ride leaders must conduct a head count to ensure all riders are present. Encouraging riders to buddy up may help ensure all riders are accounted for or that any absences are spotted instantly. In the event a child is noticed as missing the leader should contact all groups by radio use parent helpers or additional leaders to start a search ensuring the safety of the other members of the group. Leaders should maintain the safety of the group at all times. If there is a fear that immediate harm may come to the missing child any member of KICC can contact the Police on 999.	Coaches/ Leaders
3	Poor coaching/ leading practice	Coaches, leaders or helpers over stepping their levels of insurance cover/qualification	Riders	Medium	No	All KICC leading activity should adhere to the guidelines within this risk assessment and leaders must maintain constant dynamic risk assessments in line with their qualifications remit and common sense. Any activity not adhering to these guidelines must be preceded by a standalone risk assessment which does not run counter to the duty of care and remit of a leader or coaches qualifications.	Coaches/ Leaders/ Helpers

ID	Location of Hazard	Description of Hazard	People at Risk (coaches, cyclists, spectators, others)	Level of Risk (high, medium or low)	Advice on Hazard Required?	Resolution/Action	Resolution Implemented By
4	Ground	Changes in terrain. Gradient and surface conditions likely to cause crashes, falling off.	Riders	Medium	No	All participants to take part in stage appropriate training / riding I.E. in small groups divided by ability. Leaders to continually assess the ability of the group through observation. Any leader or coach may recommend a rider moves group if it is for safety. Leaders must work within their qualifications and skill level and match the trail to the riders in their group.	Coaches/ leaders
5	Road crossings	Sections of road may need navigated to access trails	Riders, Leaders	High	No	Leaders to assess danger prior to allowing small groups onto public highways. Leaders and riders should be highly visible by the side of the road and only cross when safe to do so.	Coaches/ leaders

ID	Location of Hazard	Description of Hazard	People at Risk (coaches, cyclists, spectators, others)	Level of Risk (high, medium or low)	Advice on Hazard Required?	Resolution/Action	Resolution Implemented By
6		Over Use injuries	Riders	High	No	Clip in pedals should be discouraged during training or riding. All leaders should recommend flat pedals to under 16s for all cycling activity that takes part within KICC. The focus on led rides should be the journey. The focus on coaching should be the development of a skilful application of techniques. If riders do attend with clipless pedals and shoes a leader should make sure that the riders can quickly and comfortably release the shoes with ease.	Coaches/ leaders
7		Overly strenuous training	Riders	Medium	No	Leaders must allow enough rest periods into any activity for the riders to recover. The most technical riding should be built into the earlier part of a session so that less experienced riders do not attempt it when tired.	Coaches/ leaders
8		Dehydration / fatigue due to poor nutrition	Riders/ Leaders		No	Leaders or riders must not shame any riders for their snack choices but can highlight good snacks within the group. All riders must bring their own water. Leaders should consider bringing additional water over and above their own requirements (in a clean container) especially on hot or sunny days to give to riders in an emergency. The use of caffeinated or 'energy' products is specifically banned for riders under the age of 16. A healthy snack and water should be adequate for a regular 2 hour session. During races or longer sessions eating healthy food at the right times should be encouraged rather than quick hit sugars.	Coaches/ leaders

ID	Location of Hazard	Description of Hazard	People at Risk (coaches, cyclists, spectators, others)	Level of Risk (high, medium or low)	Advice on Hazard Required?	Resolution/Action	Resolution Implemented By
9	Ground, Technical Trail features	Riders may encounter trail conditions or features they are not familiar with	Riders, Other trail users, Leaders	Medium	No	Leaders should all be familiar with all trails they are taking groups on or should ride ahead on unknown ground, allowing sufficient warning of approaching features for all other riders.	Coaches/ leaders
10	Bottle necks in trails. During coaching, instruction or waiting.	Large groups of riders can easily cause congestion on single track trails	Riders other trail users, leaders	Medium	No	When stopped all riders should move their bikes off the trail to the side of the trail and be briefed to be aware of other trail users.	Coaches/ leaders
11		Legal action due to injury, neglect of duty of care to riders	Leaders, club	Medium	No	KICC does not carry insurance for individual leaders or led activity. KICC will join a governing body for committee insurance. All coaches and leaders should hold recognised qualifications and work within the remit and insurance of those qualifications. Insurance is normally provided with the correct level of British Cycling or Association of British Cycle Coaches membership. For leading or off road coaching the ideal KICC leader to rider ratio is 2 adults to 7-14 children. Whilst one adult leader to 8 children is acceptable it is recommended to have two adults per group. If using a parent helper (person without qualifications and insurance) this person is to count as one of the (8 maximum) riders	Coaches/ leaders

ID	Location of Hazard	Description of Hazard	People at Risk (coaches, cyclists, spectators, others)	Level of Risk (high, medium or low)	Advice on Hazard Required?	Resolution/Action	Resolution Implemented By
12	Car Park, crossing point to trail head from Interpretation centre Glentress	Moving vehicles	Riders, leaders, parents, siblings	High	No	Cycling should kept to a minimum in the car parks at any venue when parents dropping off and collecting children. If crossing car parks or access roads the risk from traffic is to be treated the same as if on the public highway.	Coaches/ leaders

ID	Location of Hazard	Description of Hazard	People at Risk (coaches, cyclists, spectators, others)	Level of Risk (high, medium or low)	Advice on Hazard Required?	Resolution/Action	Resolution Implemented By
13	All riding	Injury or accident due to faulty or incorrectly sized bikes	Riders	Medium	No	Riders should be able to safety check their bikes at the start of each session, normally by M check. This may be led by an adult or children may undertake this themselves providing they have been shown how to do it. Coaches and leaders should visually make sure children are taking part in and understanding the checking process. The degree to which a leader has to take charge of this process is age and stage related. Young or inexperienced riders will need more help from an adult and this may take more time.	Coaches/ leaders
14	Margins of trail Group riding	Fatigued riders unable to follow trail may crash off the side of the trail Collision with other riders	Riders Riders, leaders, other trail users	Medium Medium	No	Riders should be grouped by ability at the start of each summer term and can be moved between groups as the leaders see fit. Any moves will need to take into account social satisfaction for both the moved rider and their groups. All riders must possess sufficient levels of fitness for 2 hrs cycling (with breaks). Leaders should keep the level of activity appropriate to maintain safety of the whole group. When one individual in a group needs rest the leader should take action. All participants to take part in stage appropriate training in small groups divided by ability. Leaders to continually assess the ability of the group through observation.	Coaches/ leaders Coaches/ leaders
15	Group riding Technical trials / trail obstacles	Collision with other riders Falls from height	Riders, leaders, other trail users Riders	Medium Medium	No	All participants to take part in stage appropriate training or riding in small groups divided by ability. Leaders to continually assess the ability of the group through observation. Obstacles requiring advanced balance and co-ordination such as log skinnies, trials obstacles should be at a height that is rollable from, i.e less than axle height. Where obstacles are higher catchers must accompany or observe riders along the whole section. Flat pedals only in trials and BMX (freestyle and flat land) sessions. All trials or BMX sessions must be staffed by competent coaches or leaders with appropriate qualifications / experience and first aid.	Coaches/ leaders Coaches/ leaders

ID	Location of Hazard	Description of Hazard	People at Risk (coaches, cyclists, spectators, others)	Level of Risk (high, medium or low)	Advice on Hazard Required?	Resolution/Action	Resolution Implemented By
17	Indoor facilities	Fire	All	High	Potentially	Exit doors must remain unlocked during sessions, participants to be briefed as to escape route and assembly points prior to the session. A register is to be taken at the start of each session. Follow any venue specific rules	
18	Equipment	Injury from misuse or poor state of repair	All	High	Potentially	All equipment should be checked and deemed suitable for use prior to use. This includes bicycles. Helmets and clothing as well as IT equipment or training aids such as rollers.	Riders , Coaches and Leaders