

Plans and emergency procedures

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Leaders should have a plan for when things go wrong during a ride. The plan should outline what action to take if an unforeseen situation occurs.

You'll account for these using a dynamic risk assessment, referred to earlier. Examples of these may include fallen trees, debris on the route, inaccessible paths or roads, road closures, damaged equipment or bikes, injured/tired participants, missing participants and loss of daylight or a sudden change in weather conditions.

Some situations can be predicted, and you can plan around, but completely unexpected situations can occur. If things are going wrong, keep calm, stay flexible, and keep the group updated. It's likely you'll have other experienced riders in the group, so seek advice to help you make a decision if need be.

It's important for a leader to also create and follow an emergency operating procedure (EOP) too. This would be used if you have to involve outside resources or personnel (e.g. the emergency services). See the next page for more.

Mechanical issues

Unfortunately, sometimes bikes do break! You'll want to have a plan in place to deal with mechanical issues such as punctures, broken chains, slipping gears and any brake problems.

Riders are responsible for the condition of their cycle, but you can help prevent issues by asking riders to check the condition of their bike before the ride, as mentioned earlier.



Emergency Operating Procedures

- 1. Remain calm and think of yourself first - make sure you are safe. Count to 10 before acting.**
- 2. Get other people off the road or trail and away from danger.**
- 3. Make the area safe. Ask for two (or more) people to stop any traffic or other riders if necessary.**
- 4. Assess the casualty if qualified to do so or ask if anybody has a first aid qualification. Only move the casualty if absolutely necessary.**
- 5. Call the emergency services if required by dialling 999 or 112. They will need to know your location and the details of the injured parties. Identify your location by either a grid reference or using apps such as [what3words.com](https://www.what3words.com) or OS Locate.**
- 6. Send people to guide the emergency services if required.**
- 7. Reassure the casualty and, if they are conscious, ask whom they would like to be contacted. If they are unconscious, try and locate their emergency contact details (ICE) on their phone or on the signing-in/out sheet.**
- 8. Keep an eye on the rest of the group - look out for anybody suffering from shock, which can be dangerous.**
- 9. When help arrives, ask where the casualty is being taken so you can inform their emergency contact. Try and get the job number as well in case the ambulance is redirected en route. Do not go with the casualty.**
- 10. Make a note of any witnesses and other parties. Record briefly what happened and take photos of the scene. Complete [an online Accident/Incident report form](#) as soon as practicable and contact our [Incident Line](#) if you think there may be a claim to be pursued (available to full Cycling UK members only).**
- 11. Decide what to do with the casualty's bike and possessions - perhaps a local resident could look after it for the time being, or you could lock it up somewhere and retrieve it at a later date?**
- 12. Decide whether to continue with the ride. People may appreciate the chance to sit down quietly and discuss what has happened over a hot drink. They may also feel able to carry on with the ride as planned.**