



OUTDOOR SPORTING RISK ASSESSMENT CHECKLIST

u3a Name: Chichester	Date: 4 th September 2026
Name of person completing risk assessment checklist: David Wyatt	
Interest Group: Cycling for pleasure (CFP)	
Description of Activity: Cycle rides for pleasure, sociability and fitness. The ethos of the group is enjoyment, not endurance. The rides are varied: many start in or near Chichester and enjoy the picturesque local areas, e.g., Chichester Harbour and the South Downs. For more variety, we sometimes travel by train or cars to explore other locations. We prefer to avoid main roads and cycle on quieter lanes, dedicated cycle paths and bridleways. Rides are typically 10 to 20 miles, starting mid-morning until lunch-time. Occasionally we plan a full day or a longer event further afield. The risk assessment aims to be proactive, identifying risks and mitigations associated with the activity. Many of the risk mitigations in the assessment refer to a separate document, the CFP Handbook	

This checklist is to help in the planning for an outdoor sporting activity. This isn't an exhaustive list, so think carefully about any specific risks you may encounter. It is likely that you will need to add to this risk assessment checklist. This form can (and should) be altered to suit specific activity requirements.

Where you identify a particular risk, you should note the actions you will take to reduce the risk. It's important to carry out a risk assessment checklist before the activity takes place, and you can always add to this during the activity.



	Risk Assessment Checklist	Yes	No	N/A	If no, what actions will you take to mitigate this risk?
Member wellbeing and safety	Have you taken a register of attendees?	✓			
	Do you have the emergency contact details of each attendee if members are happy to provide this information?		✓		Contact details are derived from the u3a Beacon system when the member has included this in their profile. The CFP handbook states, "Have your "In Case of Emergency" (ICE) information available on your person and/or programmed into your phone"
	Have you checked the weather to ensure that it is suitable for this u3a activity to go ahead?	✓			
	Do all attendees have access to water?	✓			The CFP handbook states that riders should bring an adequate supply of water, taking into account the weather conditions and duration of ride.
	Have all attendees removed loose jewellery (if appropriate)?	✓			The CFP handbook states, "Riders should remove any jewellery that is not suitable for cycling"
	Are all attendees wearing suitable clothing/footwear?	✓			The CFP handbook states, "Riders should wear suitable footwear for cycling"
	Have attendees appropriately warmed up?	✓			The CFP handbook states that riders should consider their own personal warm up requirements. There is no formal warm-up routine planned into the ride.



	Risk Assessment Checklist	Yes	No	N/A	If no, what actions will you take to mitigate this risk?
	Have attendees had the opportunity to make the group leader aware of any illnesses that may impact their participation and what actions should be taken if illness occurs? Note, this is not an obligation on members.	✓			The CFP handbook states, "Participants should make the group leader aware of any illness/medical issues that may impact their participation and what actions should be taken if illness occurs".
	Is there a space for attendees who need to take a break?	✓			Breaks are incorporated into each ride. These are at public venues, e.g., cafes, public toilets, pubs etc.
	Is there a first aid box that is easy to access and fully stocked?		x		The CFP handbook states, "Participants may wish to carry a basic first aid kit"
	Are attendees aware in the event of a serious incident, they should call emergency services even if there is a trained first aider present?				The CFP handbook states, "If anyone has a medical problem or injury during the ride, the group will take appropriate measures to obtain help. In areas without phone signal, a pair of riders may need to summon help and provide emergency services with details of the casualty and location."
Activity area/ public space	Is the activity taking place in an area specifically designed for this activity (e.g., a tennis court)?			x	The CFP group have rides through the local countryside and nearby areas. To add variety, we occasionally travel by train or car to explore destinations further afield
	Is the activity area suitable for the activity taking place?	✓			Routes are planned in advance and checked for suitability for the cycling activity.
	Is the activity area accessible to attendees?	✓			Routes are planned in advance and checked for suitability for the cycling activity.



	Risk Assessment Checklist	Yes	No	N/A	If no, what actions will you take to mitigate this risk?
	Is the activity area accessible to emergency vehicles?	✓			Some rides are on cycle paths and bridle ways, often in remote areas. Emergency services would need to deploy alternative means of accessing the area. The CFP handbook states, "If anyone has a medical problem or injury during the ride, the group will take appropriate measures to obtain help. In areas without phone signal, a pair of riders may need to summon help and provide emergency services with details of the casualty and location."
	Have you inspected the ground and activity area for hazards?				Routes are planned using experiences from previous rides and cycle route-planning software. An experienced rider checks the route before the ride.
	Have you removed any hazards in the activity area if safe to do so?			x	The CFP handbook states, "Planning for a given route will highlight areas that may be a potential problem and what can be done to mitigate the risk, e.g., using cycle paths along busy roads, using bridges across junctions, walking along narrow pathways etc".
	Are spectators a safe distance away from the activity area?			x	The CFP handbook states, "Always be aware of your surroundings, looking and listening for other road users".
	Is there a secure area to store attendees' belongings during the u3a activity?			x	Attendees carry their own items on their bicycle or leave them locked in a vehicle.



	Risk Assessment Checklist	Yes	No	N/A	If no, what actions will you take to mitigate this risk?
Equipment	Is the equipment in good condition and fit for use?	✓			The CFP states, "Before each ride, ensure you have a safe, roadworthy bicycle".
	Have attendees received a demonstration on how to use equipment correctly?			x	All riders are able to ride their own bicycles.
	Is there the correct equipment/vehicle to transport heavy items required for the activity (if applicable)?			x	Attendees transport their own bicycles to the meeting point as required.
	Is there a lockable storage or secure area to store equipment when not in use (if applicable)?			x	The CFP handbook states, "Always try and ensure that your bicycle is within your sight during short stops. For longer stops e.g., café or hostelry, ensure that your bicycle is locked to an immovable object or other bikes using a good quality lock".



Other identified risks:	What will you do to mitigate these risks?
Derived from Cycling UK's Risk Assessment Guide <i>Cycling UK Risk Assessment form V.1 p1 3/12/2019 Vol/JR</i>	<i>Text in italics from the Guide</i> Text below each section as applicable for the u3a group
Riders' equipment, health and stamina	<i>Riders are fully informed as to the likely demands of the activity and the equipment required for it ahead of the event.</i> Existing CFP riders will be informed about the CFP risk assessment and handbook when the documents are posted on the Chichester u3a website. New CFP riders will be informed about the CFP risk assessment and handbook when first joining the u3a CFP group.
Event terrain/road type	<i>Detailed information about the likely conditions is given in advance so riders know what to expect.</i> The group tries to avoid main roads, cycling on quieter lanes, dedicated cycle paths and bridle ways. Details for each ride will be given before the ride.
Adverse weather	<i>Riders should be warned before the start about any likely adverse weather. If extreme weather is forecast; organisers should consider cancelling the event</i> The group tries to avoid adverse weather conditions. Members will be notified about clothing, sun protection, water etc. Details for each ride will be given for as applicable. The CFP handbook gives more details of how to address adverse weather conditions.



Other identified risks:	What will you do to mitigate these risks?
Other road/trail users	<i>Plan routes away from busy roads/trails where possible. Explain road etiquette or specific difficult sections in advance. Riders are responsible for their own safety, however at all times.</i> The group tries to avoid main roads, cycling on quieter lanes, dedicated cycle paths and bridle ways. Details for each ride will be given as applicable. The CFP handbook states, “We prefer to avoid busy roads and steep climbs wherever possible, choosing quiet country lanes, dedicated cycle paths and bridleways.” “Riders are reminded that they participate at their own risk and are responsible for their own personal safety.”
Highway design or maintenance, trail features and obstacles.	<i>Ride the route beforehand, ideally near to the date of the event, and point out any specific hazards on details or at start. Provide alternatives where possible.</i> The group has a data base of existing routes; these are used through the year depending on weather conditions etc. The routes can be modified to suit conditions as required. New routes are planned using dedicated cycle route planning software, e.g., Cycle Travel or Outdoor Active. The route will be surveyed by an experienced rider before it is used for the CFP group. Where necessary, sections of established routes will be checked before the ride, e.g., road closures, potholes etc..
Other hazards	<i>Risk assess and list any additional control measures separately below. Keep for your records in case of an incident at the event.</i> See attached

u3a	Outdoor Sporting Risk Assessment Checklist		The Third Age Trust
Version	Description of changes	Date of change	Review date
1.0	Original Checklist	12.09.2022	12.09.2023

Risk assessment for each ride (each item to be considered for applicability)

Known hazards based on previous experiences with a given route and/or recent survey(s)

Item	Hazard	Control measures/alternatives	Warning given
1	Brambles/nettles	Take alternative route	At rider briefing
2	Flooded area(s)	Take alternative route	At rider briefing
3	Icy conditions	Walk around affected area(s)	At rider briefing
4	Lightning	Seek shelter	At rider briefing
5	Pothole(s)	Walk around affected area(s)	At rider briefing
6	Tidal areas	Take alternative route	At rider briefing
7	Uneven surfaces	Walk around affected area(s)	At rider briefing
8	Slippery surfaces	Notify riders	At rider briefing
9	Waterlogged areas	Take alternative route	At rider briefing
10	Insufficient leader to rider ratio	Take alternative route	At rider briefing
11	Navigational error(s)	Use maps to create an alternative route	During ride
12	Roads closed en route	Take alternative route	During ride



Amendment record

Issue	Date	Reason for amendment
1	4 th September 2026	Initial issue