



OUTDOOR SPORTING RISK ASSESSMENT CHECKLIST

u3a Name: Coquetdale	Date: 17/08/2025
Name of person completing risk assessment checklist: Stephen Hall, Vivienne Fleet, and members of the Cycling Group	
Interest Group: Cycling V7	
Description of Activity: Bike rides on the roads around Coquetdale and the surrounding villages.	
Checklists for; Both a Personal Checklist for ALL Members (P) and that for the Activity Co-ordinator (C)	

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 just before or during the activity.

1) Member Checklist (P)	Risk Assessment Checklist	Yes	No	N/A	If no, what actions will you take to mitigate this risk?
General	Prior to starting any activity ensure you have not had recent contact with an infectious disease such as flu or Covid 19. Inform the Activity Co-ordinator if you develop such an infectious disease.				
	Make an informed decision whether you can take part in the activity without adverse risk to yourself or to others. Please let the ride leader be aware of any physical impairment you may have that may need added consideration.				
	Are you self reliant on the ride, taking your own emergency food and drink, first aid kit appropriate clothing including gloves and waterproofs.				
1) Member Checklist (P) Cont.	Risk Assessment Checklist	Yes	No	N/A	If no, what actions will you take to mitigate this risk?
	Ensure your bicycle is well maintained and in good repair before starting the ride. Please carry your own spare inner				





	tube and tools to enable you to carry out minor repairs. If electric bike is used, is this adequately charged?				
	Have you provided the Co-ordinator an emergency contact name and number? In addition ensure you bring along any medical aids or personal medication. that you may require				
2) Co-ordinator Checklist (C)					
General	Have you taken a register of attendees?				
	Do you have a paper copy with the emergency contact details of each cyclist (if members are happy to provide this information)?				
	Have you checked the weather to ensure that it is suitable for this u3a activity to go ahead?				
	Have you given members an overview of the ride and the identified the length any hazards/obstacles e.g. steep inclines rough terrain or difficult sections etc?				
	Are all attendees wearing a bike helmet?				
	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.				
	Are attendees aware in the event of a serious incident, they should call emergency services and after the event, notify local u3a Committee?				
2) Co-ordinator Checklist (C) cont.	Risk Assessment Checklist	Yes	No	N/A	If no, what actions will you take to mitigate this risk?
General	Have all members of the bike ride read the risk assessment?				Ensure a paper copy is carried on the bike ride for new cyclists to read before starting.





	Do all attendees have access to water?				
Equipment (C)	Have group members checked their bikes are in suitable condition for a bike ride?				
	Does everyone in the group have available a spare inner tube and tools for roadside repair/adjustment?				
Activity area/ public space (C)	Is the route suitable for the bike ride, and for the bicycles people are riding on, and what are the road conditions?				If the route deteriorates, turn back or find an alternative. As some routes may be on rough ground they may require a certain standard of tyre, let the riders be aware of this prior.
	Is the road wide enough for people to cycle in pairs?				If the road is narrow cycle in single file. Consider selecting an alternative road especially on busy, high traffic roads.

Other identified risks:	What will you do to mitigate these risks?
How did the bike ride go?	
Are there any changes required to the risk assessment from the planning phase?	
Are there any additional safety measures that could be considered for future rides?	





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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
2.0	Revised for Coquetdale u3a Cycling Group	05.09.2023	05.09.2024
3.0	Revised to include Personal and Cordinator Checklist	13/01/2024	
4.0	Order of Checklists revised to make member items first (P)	17/01/2024	
5.0	Minor alterations including condition of roads in Activity area (C)	5/05/2025	05/05/2026
6.0	Adjustments to reduce size comments covid inner tube	13/07/2025	13/07/2026
7.0	Re write due to formatting issues	17/08/2025	

