



Bicycle Wagga Wagga Inc.

Risk Management Plan

Version 1.0

15th January 2026

Introduction

This Risk Management Plan outlines the strategies and procedures for identifying, assessing, and mitigating risks associated with Bicycle Wagga Wagga group road rides. The plan aims to ensure the safety and wellbeing of all participants, volunteers, and the public, while promoting a positive and enjoyable cycling experience.

Objectives

- Minimise the likelihood of accidents and injuries during group rides
- Comply with relevant road rules and cycling club best practices
- Promote a culture of safety, respect, and responsibility within the club
- Ensure effective response to incidents and emergencies

Risk Identification

The following risks have been identified for group road rides:

- Road traffic accidents (collisions with vehicles, other cyclists, or pedestrians)
- Hazardous road conditions (potholes, gravel, wet or slippery surfaces)
- Weather extremes (heat, cold, rain, wind, lightning, fog, air quality)
- Health emergencies (dehydration, heatstroke, cardiac events, asthma attacks)
- Mechanical failures (punctures, brake failure, chain issues)
- Inadequate rider skill or fitness
- Behavioural risks (unsafe riding, rule violations, aggressive behaviour)
- Lost or separated riders



Risk Assessment

Risk	Likelihood	Consequence	Risk Rating
Road traffic accident	Medium	Severe	High
Hazardous road conditions	Medium	Moderate	Medium
Weather extremes	Low-Medium	Moderate	Medium
Health emergencies	Low	Severe	Medium
Mechanical failures	Medium	Minor	Low
Inadequate rider skill	Low	Moderate	Low
Behavioural risks	Low	Moderate	Low
Lost or separated riders	Low	Minor	Low
Communicable disease	Low	Severe	Medium

Risk Control Measures

Pre-Ride Planning

- Participants to be familiar with the BWW Group Ride Guidelines and Weather Policy
- Designate an experienced ride leader and, where possible, a sweep rider for each group
- Choose safe, suitable routes with minimal high-traffic sections and known hazards
- Check weather forecasts and adjust plans as needed
- Establish clear communication channels (e.g., group chat, ride briefings)
- Ensure all participants are registered and emergency contact details are recorded
- Encourage participants to perform bike safety checks before departure



During the Ride

- Conduct a pre-ride briefing covering group ride guidelines, weather policy, safety rules, route, rest stops, and expected behaviour
- Enforce helmet use and encourage high-visibility clothing and lights
- Maintain manageable group sizes (e.g., 10-12 riders) to reduce congestion and improve communication
- Observe road rules at all times, including using bike lanes and giving way where required
- Ensure participants ride single file or two abreast only where legal and safe
- Encourage regular hydration and rest breaks, especially in hot weather
- Monitor riders for signs of fatigue, illness, or distress
- Ensure the group regroup at key points and no one is left behind
- Carry a basic first-aid kit, mobile phone, and emergency contact details
- Assign a rider to assist in case of mechanical issues or emergencies

Post-Ride Actions

- Check that all riders have returned safely
- Debrief and discuss any incidents, near misses, or areas for improvement
- Report and record incidents as per club protocol
- Review and update risk management procedures regularly

Emergency Response Procedures

- If an accident or medical emergency occurs, stop the group safely and provide first aid if qualified
- Call emergency services (000) if necessary, providing location details
- Assign someone to direct traffic or mark hazards if safe to do so
- Inform the ride leader and club officials of the incident
- Complete an incident report after the ride



Responsibilities

- Ride Leader: Plan the route, ensure briefings, manage the group, and respond to incidents
- Sweep Rider: Stay at the rear, assist slower riders, and support the leader in emergencies
- Participants: Follow group ride guidelines & any other ride specific instructions, adhere to road rules, ride safely, report hazards or incidents and advise ride leader if leaving the ride early
- Club Committee: Oversee risk management, provide training, and review incidents

Review and Continuous Improvement

This Risk Management Plan will be reviewed annually or following any significant incident. Feedback from members and analysis of incident reports will inform improvements to policies, procedures, and training.

Conclusion

The community cycling club is committed to fostering a safe, enjoyable, and inclusive environment for all riders. By following this Risk Management Plan, we aim to minimise risks and ensure the ongoing success of our group road rides.