

Risk Assessment for Hillingdon Cycle Circuit and Clubhouse

For re-opening post lockdown from covid 19

By Hillingdon Cycle Circuit Users Group (HCCUG)

This is an updated risk assessment for August 1st when Time Trialling will be allowed on the circuit.

Those parts changed or affected from the previous risk assessment are starred*

Overview

This risk assessment is being carried out in June 2020* after the closure of Hillingdon Cycle Circuit and Clubhouse due to Covid 19. It is done using guidance from the government and also guidance from British Cycling both for riders found here

<https://www.britishcycling.org.uk/about/article/20200512-about-bc-news-British-Cycling-Updated-Coronavirus-Guidance-0>

and for facilities found here;

https://www.britishcycling.org.uk/zuvvi/media/Return_to_Normal_Facilities_FINAL_1.pdf

Introduction

As a result of this guidance the cycle circuit will ONLY be open for hire to groups and clubs for coaching with a ratio of 1 coach to 5 riders maximum and for general riding in groups of a maximum of 6. All riders must be 1 metre + *apart minimum at all times on the circuit. In addition, from 1st August the only racing allowed will be Time Trialling.*

HCCUG therefore will be implementing a phased approach to re-opening the hire of the circuit. The main clubhouse will only be open for use of the toilets and 1st aid room. To enable use of the corridor there will be one metre+ allowed in this corridor. No office equipment, locked rooms or furniture to be used.

Initially HCCUG will only hire the circuit to those groups who are regular users of the cycle circuit and who have their own set of keys. This will enable HCCUG to know which groups have used the circuit who have built up trust with the group over a number of years. It will enable HCCUG to then have an ongoing assessment of how the circuit and clubhouse is being used and if necessary close it down again in the event of someone using the circuit becoming infected. Equally if all goes well we can open it up again to more groups. This will mean that the initial group of clubs and organisations using the circuit can test the conditions we have put in place and will allow HCCUG to adapt different protocols as necessary.

Each club or group should have a designated key holder (DK) who is named by the hirers to HCCUG and then this person ONLY is responsible for opening up and locking up. Thus

minimising the number of people touching doors etc. All of this guidance plus ones on first aid and our own rules will be put up online on our website as well.

Cleaners will also be asked to return to clean the corridor and toilets and toilet doors regularly.

CLUBHOUSE

Risk Area	Description	Control
Clubhouse - Entry	Multiple keys required to open up clubhouse main entry door. To be locked immediately after entering.	One named person only from each hirer to be responsible. This is the designated key holder (DK) to be named to HCCUG. They will use their own set of keys. Wipes and sanitisers to be put inside the door for use to wipe down handles on entry and exit.
Rear Door – Fire Exit	Shutters hide this door but it should be opened before the rest of the clubhouse.	<ul style="list-style-type: none"> • Shutters hide the actual door but after use when closing up the handle should be wiped down. • One person from the hiring group to man the door to ask anyone going in to use the antibacterial gel provided when entering and leaving and to control the flow of people so they stay one metre plus apart. • Door to be kept open during time of hire so person manning door will also act as security to ensure no members of the public use the clubhouse.
Door to back corridor from foyer	Will need to be touched to open	Wipe down with anti-bacterial wipes. Once through this door there is no need to re-enter foyer until locking up.
Corridor	This is wide enough to allow a two way system at one metre plus apart.	<ul style="list-style-type: none"> • Arrows on floor to indicate direction of travel, keeping to the left. • Antibacterial gel on wall mounted by back door. • Box containing all warning signs for the

		<p>circuit to be stored here so easy access for the hirer to take and RETURN to box. Each sign to be wiped down before placing back in box.</p> <ul style="list-style-type: none"> • Lockers in corridor will NOT be for use.
Male and female toilets	Both areas are potential hazards	<ul style="list-style-type: none"> • Install a wall mounted antibacterial gel in between the two toilets for use when leaving. • Signs to go up in both toilets reminding people to wash their hands thoroughly for at least 20 seconds. • Ensure soap always filled.
1 st aid room	This contains 1 st aid bags and also bed and equipment	<p>All hirers will be asked to confirm they have read the British Cycling government guidance for 1st aid responders and give them the link. Also found on British Cycling facilities on page 6 .</p> <p>Bags –to be wiped down by hirers with wipes and sprayed with anti-bacterial spray. Anti-bacterial hand pump to be provided in the room so can be moved as required by 1st aiders.</p> <p>Blood –any blood to be wiped down with anti-bacterial spray and normal procedures apply.</p>
Storeroom	Located off corridor. Numerous items stored	Too many items can be touched so this will be locked and NOT for use. Hirers to bring own equipment they will need.
Classroom	Room previously used for meetings	No need for use so will be used to store chairs and tables and will be locked. Will not be available for hire as previously.
Changing Rooms – Male and Female	Used to change before and after exercise	Locked. Not to be used.
Kitchen	Located off of foyer. Previously used to prepare drinks and lay out food.	Locked –not to be used. Hirers asked to bring their own food and drink and importantly no water from taps as in the past. Riders

		must bring their own.
Office	Used for storing clubs paperwork and items in filing cabinets plus computer and printer and CCTV	Locked – not to be used by hirers. However HCCUG facilities manager will use to enter for keys and security as necessary and precautionary wipes used.
Foyer	Used for access to other areas within the clubhouse	Only for use by DK of each club to gain access to back door to open.
Main Clubroom	Has doors to outside as well as entrance from foyer. Contains tables and chairs and hatch to kitchen	Locked. Not for use.
Awnings and railings	These are outside in front of the main door and at side of clubhouse used as cover and railings used to hold bikes.	These are outside, however hirers to be advised to be careful of all surfaces. It is possible to place bikes on railings without touching them.

CIRCUIT

Risk Area	Description	Control
Session capacity	British Cycling Risk assessment of Hillingdon Cycle Circuit v current covid 19 guidelines. Currently it stands at 80 for adults racing and 60 for youth racing.	HCCUG will allow 60 as the maximum for all, which would be 10 groups of 6 around a circuit one mile round. This would also be the same if the circuit was split into 2. In addition the apron can be used for skills sessions.
Riders	Used to riding very close together	All riders booked in should be aware of the BC code for riders by the hirer and there should be no more than 6 in a group and at least 1+ metres* apart. For those being coached, a ratio of 5:1. For racing only Time Trialling* is allowed at present.
Riders	Equipment	Riders should bring all their own equipment and food and drink. All waste to be taken away. No showers or changing, so all should be done at home.
Riders	Arrival and departure	Hirers to ensure all riders arrive and depart in a quick and sensible manner within

		timeframes to allow for next hirers to come in.
Public	Members of public using Minet Park for their own leisure use. During lockdown HCCUG received many reports and complaints from riders unable to use the circuit for riding as people were walking, jogging, dog walking and even picnicking all in different directions on the circuit, up to “50”. Numbers have not been verified.	<ul style="list-style-type: none"> • Ensure each hirer uses the current cycling signs to be put up in accordance with the current sites at each crossing. • Each hirer to have marshals at each crossing point. • Request Hillingdon Council to put up notices on entrance points to let people know the circuit is reopening and they should not be on the circuit when it is being hired out, to use designated footpaths Dog walkers to keep off the circuit and dogs to be kept on a lead at all times as it is a dogs on lead area.
Spectators	Can be too close together	Request hirers to actively discourage spectators but for youth clubs, only one parent per child and they should act in accordance with current government social distancing guidelines.
Split circuit	The cycle circuit can be used either as one circuit one mile round or be split into two. There is also extra capacity on the “apron” area.	The circuit can continue to be used in either direction or as one circuit or split into 2 circuits as long as guidelines continue to be upheld.

JUDGES HUT*

Risk Area	Description	Control
Inside Hut	Very Small	Only one person to use it and it should remain that designated person only. To be wiped down after use.

HIRERS

Risk Area	Description	Control
New Guidance	Guidance from British Cycling for riders, first aiders and coaches.	When booking HCCUG will ask hirers to tick boxes that they have asked all riders to read and be aware of any new guidance. For the very young HCCUG would expect parents to be made aware and talk to their children about expectations.
Designated keyholder	Only one person	HCCUG would expect every hirer to name their DK before hiring date commences
Use of circuit	Making all hirers aware	All hirers should be made aware of BC guidelines and that the only racing allowed from 1 st August 2020 is time trialling*. In addition all activities should be within these guidelines eg coaching and casual riding in groups of no more than 6 with each rider 1+metre a part minimum.
Waste	Any waste from riders	All rubbish and waste should be taken home by the hirers. None to be left at the circuit.
Pre- registration	Riders should have pre-registered with the hirer before the commencement of the session and ONLY those riders will be allowed on the circuit. Riders who are not registered will be difficult to contact plus there is a need to reduce cash use and the handling of coins and notes.	Urge hirers to use either their own website or an app such as bookitbee to ensure pre-payment and to know numbers before arrival to allow hirers to plan their session and number do not exceed the 60 limit
Positive tests	Notification to hirer and to HCCUG of any infection	A condition of hire will be that anyone who has ridden at Hillingdon Cycle Circuit and who then has tested positive for covid 19 should immediately self-isolate and inform the hirer and HCCUG so steps can be taken to let other users and the local council know.

Clubhouse	See above	Hirers should be made aware that the clubhouse is only for use of the toilets and 1 st aid and that they must not use any other part or open up any of the main clubroom doors or enter any locked room. If they require tables or chairs or other equipment they must bring their own and take it away.
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