



Event Plan & Risk Assessment

Three Counties Cycle Ride



Sunday 7th June 2026



INTRODUCTION

- 1.1 Previous events had been held since 1983 and were being organised by Bracknell Rotary Club with three routes running through Berkshire, Oxfordshire, and Buckinghamshire, which was known as the 3 Counties Cycle Ride (3CCR). Past rides have raised well over £500,000 for many local charities with no reported health and safety issues. The Rotary Club of Easthampstead then took over the organisation of this event for four years with the same steering committee up until the completion of the 2023 event. The Rotary Club then decided that they no longer wished to continue with the arrangements for forthcoming cycle rides.
- 1.2 Late in 2024, some members of the original sub-committee decided to attempt raise a full committee with a view of arranging a charity cycle ride during the summer of 2025. Future events will still be called the 3CCR with the organising committee known as the Bracknell Charity Cycle Ride (BCCR) with the first ride taking place in June 2025. That event was a success, and it has been agreed to continue with the 2026 arrangements.
- 1.3 The chairperson of the BCCR committee for 2026 is Peter Munday with Les Howard undertaking the risk assessments with a safety officer being nominated and in attendance on the day.
- 1.4 Various charities will benefit from this event plus the BCCR committee have chosen a single charity, the Thames Valley Air Ambulance, to receive any surplus monies.
- 1.5 As the organising committee, we can have fun in a responsible way so long as we plan our events sensibly. We all have a duty of care for the health & safety of ourselves and others. Furthermore, in order to secure insurance cover by the Cycling UK, organisers are required, in the event of a claim, to demonstrate that they have undertaken H&S risk assessments and are managing all H&S aspects of events organised.
- 1.6 This document represents the proposals that should be adopted in order to provide the necessary safety and environmental precautions associated with this charity event. This has relied on knowledge and experience of the application of The Event Safety Guide, The Guide to Managing Health and Safety for Exhibitions and Events (AEO), and the Health and Safety at Work Act 1974. It is, however, recognised that these documents are not wholly appropriate to this event and in common with all such charity events, a practical, pragmatic and realistic approach has been taken.



THE EVENT

- 2.1 There will be three routes available, 15, 34 and 52 miles, which take the riders through the picturesque countryside of Berkshire, Oxfordshire, and Buckinghamshire. All routes will be well signed plus marshals at key locations for ease and safety of the riders.
- 2.2 The local police team plus the Safety Advisor Group of the County Council have been informed by the Health & Safety Adviser.
- 2.3 Cars can be parked in the Garth Hill College car park or the town centre car parks if the college car park is full.
- 2.4 The start and finish of all three routes will be the Garth Hill College, Bracknell. Details of all three routes have been prepared and made available so that prospective riders can choose the most suitable course for their abilities.
- 2.5 The first riders will be departing at ten-minute intervals commencing at 08:00hrs with the last start time being 09:30hrs. Two drink stations will be available on the 34-mile ride plus one more station available for the 52-mile ride. A 'comfort stop', which is subtly different from a drink station will be provided on the 15-mile route. Drinks will also be available on completion of the ride.
- 2.6 Riders will be advised on what actions to be taken if they experience issues with their cycles, become unwell or hurt on the route. Marshalls will be on the routes, with communications, who will endeavour to provide appropriate assistance where practicable.
- 2.7 Practical tips will also be provided to participants to assist in making this event a safe and enjoyable one for all involved. (See page 10) plus the Conditions of Entry (See page 12).
- 2.8 By obtaining group membership with Cycling UK plus registering the event with them, they will provide Organisers Liability Insurance cover through Bikmo which covers event organisers, rider leaders and volunteers against any claims made against them as a result of their negligence up to a value of £10m



Hazard (What might cause harm?)	Risk(s) (What harm might be caused?)	Risk Level Before	Current Control Measures and/or Action to Reduce/Eliminate Risk (Including action by whom and by when)	Risk Level After
<p>Vehicle Movements.</p> <p>Struck by Vehicle</p>	<p>Minor cuts and bruises</p> <p>More serious injuries</p>	<p>Low</p>	<p>Participants arriving by vehicle may use the parking available at Garth Hill School plus the Albert Road Car Park. Drivers must take care on approach due to the number of cyclists within this area.</p> <p>Cyclists and pedestrians to be aware of vehicle movement areas.</p> <p>The staggered start times of this event will assist in keeping the number of riders to a manageable number.</p>	<p>Low</p>
<p>Welfare Facilities</p>	<p>Participants requiring toilets and hand washing facilities</p>	<p>Med</p>	<p>Toilets plus hand washing facilities are available at the start/finish area plus the watering stations on the two longest routes and the comfort stop on the short route. If required, some of the towns which the routes pass through also have this type of facility.</p>	<p>Low</p>



Hazard (What might cause harm?)	Risk(s) (What harm might be caused?)	Risk Level Before	Current Control Measures and/or Action to Reduce/Eliminate Risk (Including action by whom and by when)	Risk Level After
Accidents to cyclists	<p>Minor cuts and bruises</p> <p>More serious injuries</p>	Med	<p>Advice and warnings given to participants to obey the rules of the road and the Highway Code, Oct 2025, as it relates to cycling, (rules 59 to 82).</p> <p>No official First Aiders will be on duty with participants advised to dial 999 to request an ambulance if situation is serious. First aid kits will be available at the drink stations along with an appointed person at each. These persons are responsible volunteers who are tasked with meeting the Events first aid requirements. They are not a trained first aider and cannot provide first aid, but they take charge of the scene during an emergency, call an ambulance if needed, and complete associated paperwork plus monitor the first aid kit.</p> <p>Participants must comply with any instructions given by the police or guidance provided by course marshals.</p>	Low
Damage or mechanical failure to bicycles	Participants in need of rescue due to mechanical	Med	<p>Riders are reminded that they are responsible for the roadworthiness of their machine.</p> <p>Unroadworthy cycles will not be allowed to take part.</p> <p>Should the need to stop arise e.g. through puncture, then a place must be found sufficiently off the right of way for the group to wait safely and the bike be attended to. We will have two vehicles provided by Berkshire Cycles plus the BIA ladies https://biacycling.com/ cycling the routes with spares and repair knowhow.</p>	Low



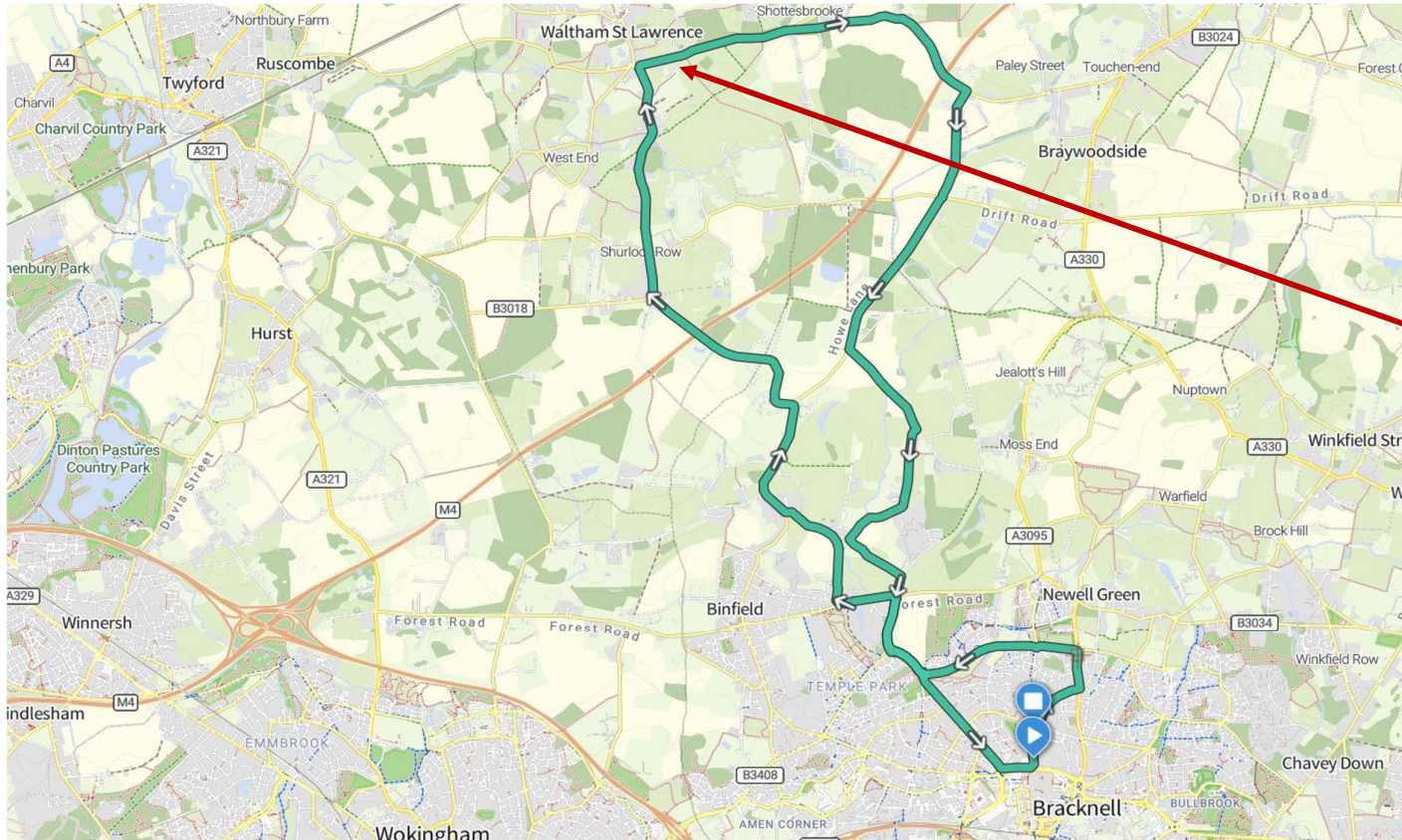
Hazard (What might cause harm?)	Risk(s) (What harm might be caused?)	Risk Level Before	Current Control Measures and/or Action to Reduce/Eliminate Risk (Including action by whom and by when)	Risk Level After
Volunteers installing, removing signage. Working at height.	Cuts, bruises and, in more serious incidents, broken bones.	Med	To wear Hi-Vis tabards whilst carrying out these duties. Advice and warnings to volunteers to park carefully and be aware of other road users. To follow correct guidance for use whilst working from steps or ladders. This will include working from level surfaces and footing or securing ladders whilst in use.	Low
Accidents to Marshals on duty	Vulnerable to contact from cyclists or road vehicles.	Med	To wear Hi-Vis tabards whilst carrying out these duties. Advice and warnings to Marshals to take special care at their location, not to cross in front of cyclists or vehicles and not to direct road traffic as part of their duties. Comprehensive advice to marshals and volunteers on this event has been compiled and placed on the 3CCR webpage.	Low
Accidents to volunteer drivers	Vulnerable to accident from other vehicles when leaving parked vehicle	Med	Advice and warnings to drivers to obey the rules of the road in the Highway Code and to park carefully plus being aware of other vehicles. To wear Hi-Vis tabards whilst carrying out these duties.	Low



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Illness	Riders becoming ill.	Low	<p>Riders should be suitably fit to ride the distance that they have chosen for this event.</p> <p>Riders should not attempt to ride if feeling unwell or not confident in completing to course distance.</p> <p>If, during the ride, a participant becomes unwell, they should contact the support vehicle, contact number provided.</p>	Low
Condition of Highway, Potholes, damaged surfaces	Causing riders to become unseated leading to injuries.	Med	<p>The routes will be navigated by the organisers prior to the event to identify any hazards. When noted, hazardous features should be avoided if possible or alternatives given. However, riders must not be given the impression that the organisers can control what happens on public roads.</p> <p>This event is not a speed time trial with riders proceeding at normal speed for cyclists, thus enabling them to avoid potholes etc.</p>	Low
Causing ridden horses to panic	Rearing or bolting. Cuts, bruises, broken bones.	Med	<p>Inform horse rider you are approaching from the rear.</p> <p>Stay calm with no sudden movements by cyclists.</p> <p>Follow any instructions given by the horse rider.</p>	Low

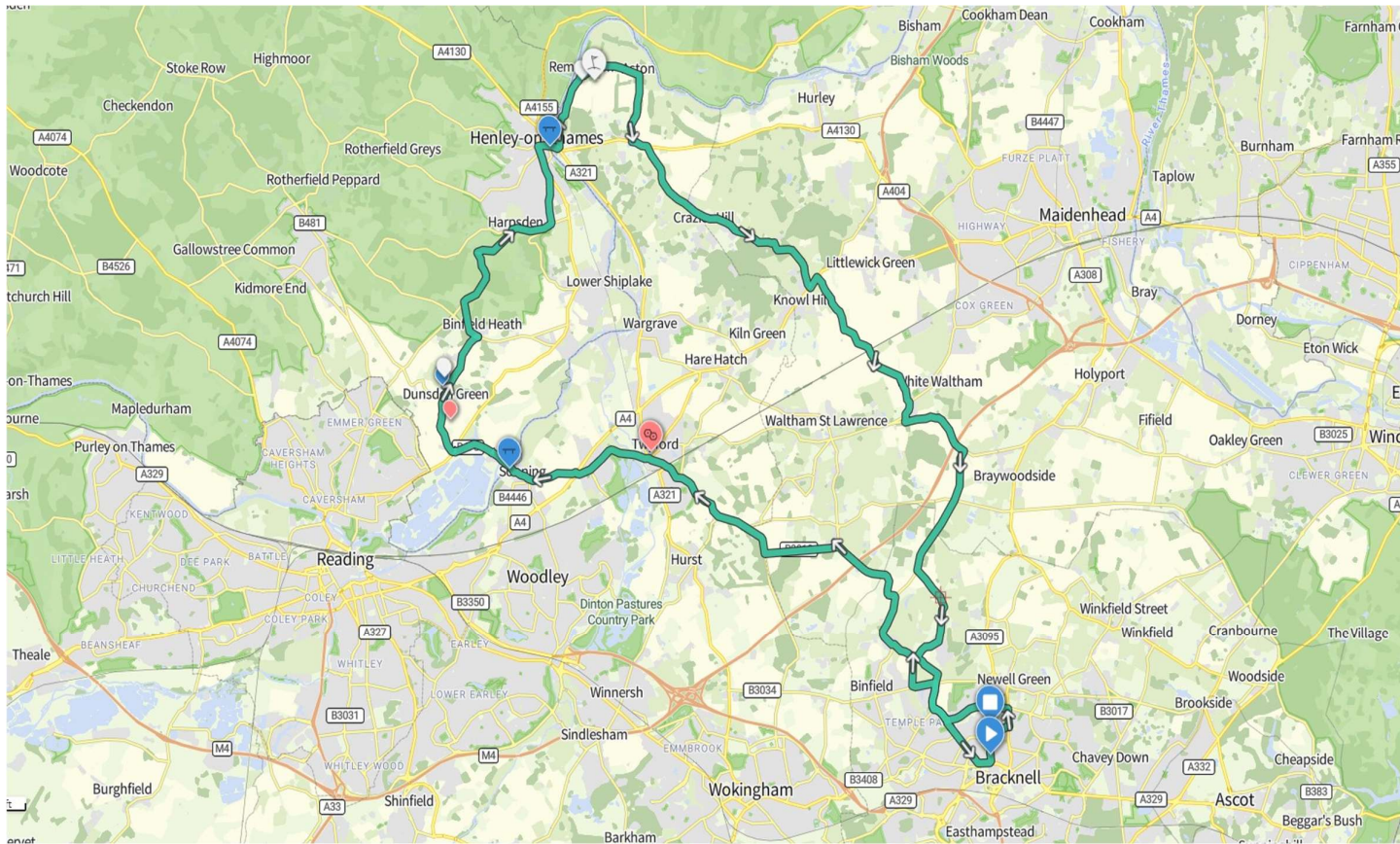


Hazard (What might cause harm?)	Risk(s) (What harm might be caused?)	Risk Level Before	Current Control Measures and/or Action to Reduce/Eliminate Risk (Including action by whom and by when)	Risk Level After
Young riders	Vulnerable unescorted children	Med	Under 18 riders can only ride as part of a group and must have parent/guardian consent. They must be accompanied around the whole of their ride by at least one adult over 18 years of age.	Low
Weather Conditions. (out of our control) Exposure to high temperatures. Dehydration High winds – all participants and all volunteers.	Vulnerable to Sun burn. Thirst/body overheating. Struck by flying objects.	Med	Organiser to check on Saturday afternoon the weather forecast for the local area for the following day to ensure that the conditions should be satisfactory for the event. Advise taking all reasonable precautions to avoid Sun burn. Wearing a hat, if appropriate, to shield from direct sun if not riding. Advise drinking plenty of fluids whilst involved in this event. Water stations have been setup around the course plus the finish line. Organisers to monitor any free-standing banners, gazebos or notice/advertisement boards and ensure that they are secured in a suitable manner.	Low



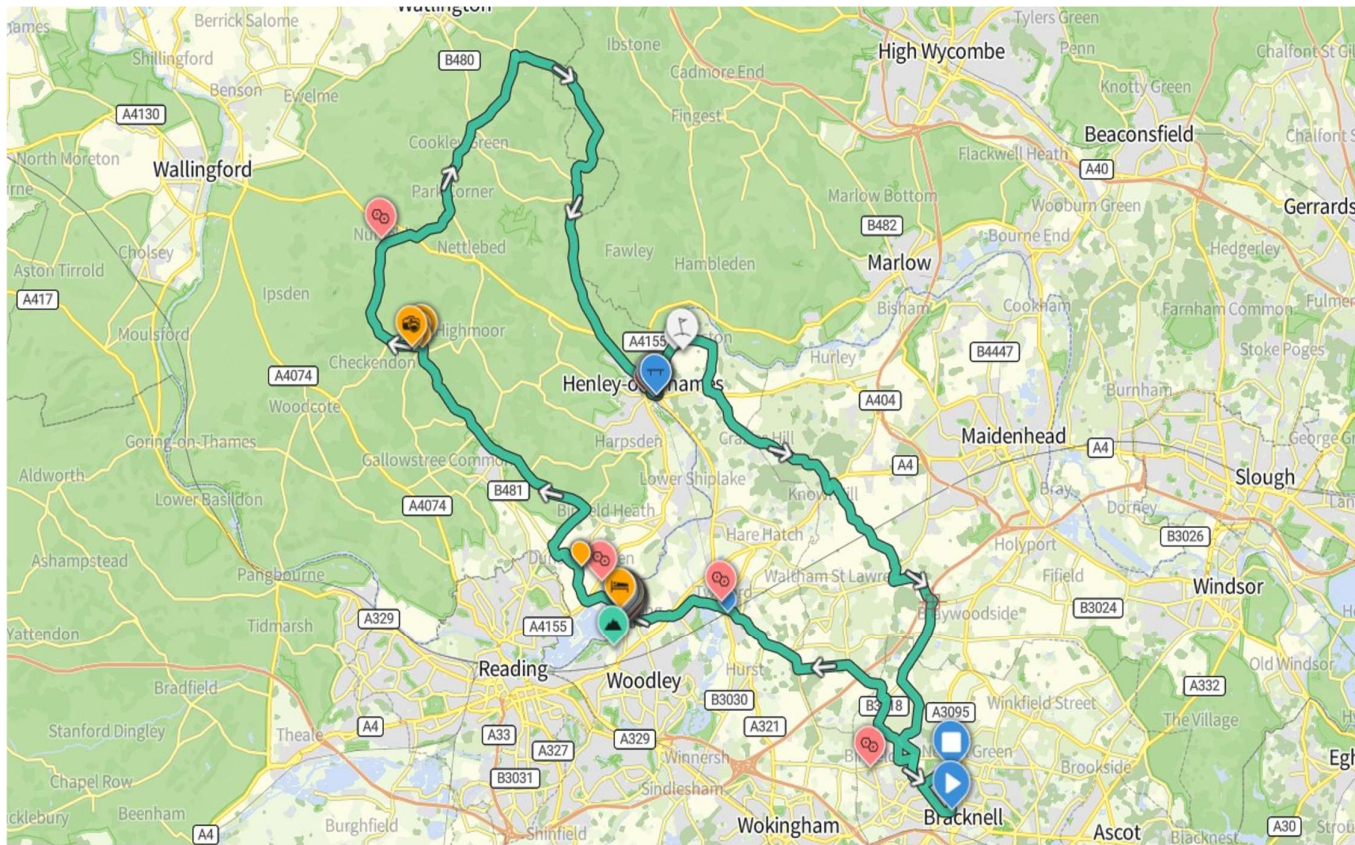
The 15 mile route.

No drink stations but a 'comfort stop' has been arranged.



The 34-mile route

Two drink stations on this route



The 52-mile route

**Three drink
stations on this
route**



TIPS

- Practice as much as possible during the weeks before the ride – it will make the ride much more enjoyable if your muscles are tuned-up for cycling.
- Get a good night's sleep before the ride and have a good breakfast on the day of the event.
- Check that your bike is roadworthy – check the tyres, brakes and all cables. If you are not sure how to do this take your cycle to a local bike shop. You could try **Berkshire Cycle Company** – a company that supports our event.
- The most common breakdown is a puncture, so please check you have at least enough tools to carry out a repair. We recommend you have a spare inner tube and don't forget the pump!
- Bring some food to nibble; chocolate and fruit are a good idea. Note: drinks will be available at the drink stations.
- Ride at a leisurely pace. Enjoy the countryside, remember **THIS IS NOT A RACE.**
- Wear clothing – or reflective material – that will make you visible to motorists.
- If you do not have some sort of eye protection, we recommend you buy some safety specs.
- Carry some cash with you, in case your bike breaks down. We will have two vehicles provided by Berkshire Cycles (probably branded) plus the BIA ladies <https://biacycling.com/> cycling the routes with spares and repair knowhow.





Conditions Of Entry

By enrolling in the event or by being enrolled by someone else on your behalf, you agree that you have read and agreed to the following conditions:

1. You have considered our advice to wear a cycle helmet.
2. You understand that we reserve the right to refuse entry to anyone on the day of the event.
3. You are confirming that you are not suffering from any disability or medical condition, whether physical or mental, which could affect your ability to participate safely in this event.
4. You agree to participate in this event entirely at your own risk and agree that you must ride in a manner which is safe to yourself and others.
5. You are aware that when riding on a public highway the function of marshals is only to indicate direction and that you must decide whether the movement is safe.
6. You must rely on your own ability in recognising and reacting to all hazards.
7. You agree that no liability whatsoever shall attach to the promoter, promoting club, organiser, event sponsor or any event official in respect of any injury, loss or damage suffered by you in or by reason of the event, howsoever caused.
8. You understand that unroadworthy cycles will NOT be allowed to take part.
9. You understand that Under 18 riders can **ONLY** ride as part of a **group** and must have parent / guardian consent. They **MUST** be accompanied around the whole of their ride by **AT LEAST** one 18 or over rider.



10. You understand enrolment fees **cannot** be deferred to future years plus they are **non-refundable**.
11. You understand that in the unlikely situation that the 3CCR event has to be cancelled due to circumstances beyond the control of the organisers (e.g. extreme weather), pre-registered 18 or over riders are entitled to claim a £10 refund.
12. You understand that by enrolling in the event or by being enrolled by someone else on your behalf, you agree to us publishing images of yourself on our website and our Facebook page. You are entitled to ask us, in writing, to remove any images we have published of yourself.





CONCLUSIONS

It can be concluded from this risk assessment that, taking into consideration all the implemented control measures, the risk exposure to those involved in this event can be classed as low.



Signed: _____ Risk Assessor

Print name: Les Howard.

Date: 14th May 2026

Signed: See page 19 Event Chairman

Print name: Peter Munday

Date: _____



Incident/accident report form

Name of person in charge of session/competition

Site where incident/accident took place

Date and Time of incident/accident

Name of injured person

Address of injured person

Nature of incident/injury and extent of injury



Describe what activity was taking place, for example organising/assisting/ audience/participating etc.

Give full details of action taken during any first aid treatment and the name(s) of first-aider(s).

Were any of the following contacted?

Ambulance	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Site First Aid	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Police	Yes <input type="checkbox"/>	No <input type="checkbox"/>

What happened to the injured person following the incident/accident?

E.g., carried on with session, went home, went to hospital etc.

All the above facts are, to my knowledge, a true record of the accident/incident

Signed:

Date:

Name:

Once completed, the form should be passed to the BCCR health & safety officer



Thanks To Our Main Supporters





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Signed: _____

Risk Assessor

Print name: Les Howard

Date: 14th May 2026

Signed: P.R. Munday Event Chairman

Print name: Peter Munday

Date: 14/5/26