

## **LCC Community Activities Summer 2021**

This is an update following the government ending the covid-19 legal restrictions on the 19 July.

As we come out of Covid we are updating our guidance for running LCC activities. This note provides guidance for running events after the legal restriction for the pandemic have been eased. However the pandemic continues and remember lots of people are still waiting for the second vaccine. You should always follow the latest government guidance (and advice from Transport for London and train companies if relevant).

LCC activities must be run in line with LCC's policies and procedures to be an official LCC activity and to be covered by our insurance. If an activity is run without being an official event the event organiser or ride leader may be personally liable if any incidents occur.

It is LCC's responsibility that participants are safe, that our volunteers have the right level of knowledge and experience to run public events. As an organisation we follow best practice in managing risk.

But we do want LCC volunteers to run community projects that help more people cycle, that tackle health inequalities and encourage people to cycle from underrepresented groups. And we want to make sure we have the support in place that allows our local groups to do this – both through partnerships and by running LCC activities directly.

We want our cycling activities to complement other cycling activities such as cycle training and other behaviour change initiatives. And we want to expand our community activities to get more people cycling, help tackle health inequalities and make cycling more inclusive.

### Key policies and procedures to follow

#### **Safeguarding**

LCC's safeguarding policy means that we do not run any activities for people under 18 or adults at risk unless they are accompanied by a parent, carer or guardian. Exceptions can be made but this needs special permission from the Board of Trustees and involvement of the LCC Safeguarding Officer. If you have been asked to have a criminal record check (DSB check) then the activity probably is not in line with LCC's safeguarding policy and needs discussion.

If there are any safeguarding concerns then this should be reported to [safeguarding@lcc.org.uk](mailto:safeguarding@lcc.org.uk)

All volunteers that run any activity that have children or adults at risk must be aware of the LCC safeguarding policy, what to do if a child becomes unaccompanied and how to report any concerns.

If there is a risk of an unaccompanied child or adult at risk on your rides or events then you should have a lost child procedure and volunteers should be made aware of it. Likewise all volunteers must be aware of the

#### **Risk Management**

The safety of participants on LCC rides is important. We need to make sure that we have done all we can to make sure people's health and safety is protected on all activities we put on.

There are different ways to manage risk and it should be a useful process in planning and running activities. It is fine for local groups to assess and manage risk in a way that works for them as long as we can show we have followed best practice when something goes wrong. If we are sued and our risk management processes are not up to scratch there is a risk our insurers will not cover us and LCC could be financially at risk.

For any event, risks need to be identified and a mitigation identified. The mitigation is a way of reducing the risk. For example 'Taking inexperienced riders through a busy junction' this could be mitigated by either changing the route or getting participants to walk their bikes across a crossing.

Help and advice on managing risk is available from the office and to fill out risk assessments which can feel daunting at first but are a useful tool in designing safe events and rides.

One of the key risks is making sure people who are doing something, such as leading a ride or fixing a bike, have the correct skills to do this safely.

It is always good practice to have a first aider present at any event and you should know which of the volunteers have up to date training. LCC strongly encourages all ride leaders to have first aid training. If you do not have enough trained first aiders in your group consider investing some of your funds into training.

### **Diversity and Inclusion**

LCC wants a London where everyone who wants to cycle is able to choose to do so. We know access to cycling is not equal and people may need help with additional barriers to cycle more. We want to make sure our rides and events are inclusive and accessible. And that any Londoner feels they can engage with LCC and get help with cycling more.

We want LCC as an organisation to be representative of the diversity of London – our volunteers are often the public face of LCC and we want to make sure all Londoners feel that our events are for them.

All the events should be designed to be accessible and inclusive as possible. You should give enough details to make sure a participant can decide if the event is suitable for them eg cobbled sections on rides or if the ride involves a pub stop when planning led ride routes

### **Volunteers Records**

LCC wants to ensure that we have a record of everyone who volunteers for LCC. And especially those volunteers who take on responsibility for the public's safety by running rides or fixing bikes.

We also need to make sure all our volunteers know what to do if something goes wrong, and they are aware of important policies and procedures, such as safeguarding, and get the training that they need.

LCC will be keeping a record of who has a role at LCC events. And annually we will be in contact with volunteers to ask about the skills, experience and to check that they are aware of key policies.

### **Participant Data**

LCC wants to make sure we are delivering a good quality service and that participants have a chance to feedback about their experience on a LCC activity. We also want to start collecting diversity data on our ride participants to see how inclusive our events are. The collecting of data means we can.

To do this will continue to use Eventbrite and require participants to register for the event ahead of the day.

This will all be managed centrally by LCC staff.

### **Procedures relating to specific activities**

## **LCC Local Group Rides**

The main aim of LCC's rides are to help people cycle more and build confidence cycling on the road. We would like to show LCC's contribution to helping more people to cycle in London and show that our rides help do this.

The majority of LCC rides should be aimed at helping people to cycle more and should be welcoming to new participants who are at the start of their cycling journey. That said, there is also a place for longer countryside adventures and rides that help create a local cycling community. The aim is to have a mix of rides for different abilities all across London.

Different groups will manage their ride leading teams in different ways. You might have a ride coordinator who helps design safe rides and then briefs the ride leaders. Or the Ride Leaders might take on responsibility for the whole process.

LCC has decided to move towards aligning our guidance with Cycling UK's guidance on group rides and the new limit of 15 people maximum is in line with that.

LCC officials Rides must:-

- Be led by an competent and experienced ride leader
- Have supporting ride marshals if the ride is more than 6-8 people. These marshals must also be competent. Or if marshals are being trained then they should be supervised.
- Have a maximum of 15 participants. (Special arrangements will be made for large scale event type rides such as Ride London).
- Have risks identified and use routes that are regularly risk assessed. And there should be a record of this.

Competency of ride leaders will be a joint understanding between the local groups and LCC head office. Ultimately it is the local group coordinator who recommends to LCC that an individual is competent to deliver the rides they have planned.

## **LCC Bike Check Events**

There are two main areas of risk for bike check events

- Event setup – make sure the public are safe, there are no trip hazards, people can't hurt themselves on tools and they are kept out of the main area.
- Repairs not being done properly. We need to make sure that people's bikes are safe when they leave the event and that the volunteers have the right knowledge and experience to know this. The skills and experience of the volunteers should be documented in the risk assessment and / or what activities they will undertake. An experienced bike mechanics should supervise most bike repairs at these events.

If a regular workshop is being run then there are possibility additional risk around safeguarding and these will need to be covered in the risk assessment.

## **Projects with Partners**

We strongly encourage LCC to work in partnership with other groups and you may deliver the cycling element of some projects that others deliver. There will need to be some agreement with the other group about how joint projects are run which will include risk management and safeguarding.

## **Information Stalls**

As with the bike check events any standalone stall must be safe and not harm the public.

### **Other Community Projects**

There will be other projects that we will want to run. Just get in touch and we can work out what needs to be done.

### **Meetings**

Small committee meetings can meet in person but should be in well ventilated rooms. Participants should be reminded not to attend if displaying any symptoms of covid 19 and encouraged to have a covid test before attending. Remember some people still might not want or be able to come to in-person meetings so please consider this.

Large inside public meetings should not be held.

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Any questions talk to Katy or Stewart

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