

# Ride Management, First Aid, Insurance and Risk Management

## Ride Management

On the day of the ride clear roles and responsibilities need to be established as follows:

- 1 Overall Ride Director who remains at the start/finish throughout the ride and is the contact point for enquiries. He/she is overall supervisor for making sure everyone is checked out and back in, goodie bags handed out etc. The person who has managed all the entries usually fulfils this role as he/she is familiar with the names of entrants.
- 2 Marshal Co-ordinator – briefs all marshals, issues jackets, lunches, first aid kits and ensures all marshals are in position before ride commences. Liaises with half way point and tail vehicle.
- 3 Starter – ensures riders start in groups approx 1 minute apart to avoid congestion.
- 4 Refreshment Supervisor – organises all food, drink, kitchen staff
- 5 General Organiser – supervises playground layout (day before) and all signage; co-ordinates volunteers, Welcomes riders, liaises with VIPs if attending, co-ordinates mass start photo, liaise with first aid, ensure raffle is drawn, sets up thanks board and any other signage eg start/finish arch
- 6 Route Managers – put out route signage morning of the event; ensure no obstacles or route problems; gather signage in at end of ride
- 7 Playground cycle co-ordinators – set up playground route, check in and check out young riders, supervise all matters of playground cycle
- 8 Health Walks leader – all check out and back in of health walkers, co-ordinates walk leaders.

## First Aid

The attendance of the Red Cross/St John's Ambulance with ambulance and paramedics is considered to be an insurance policy for the event. They are located at the start/finish with clear maps of the route and contact with the Ride Director. In the event of an emergency requiring hospital transfer they act in unison with 999 emergency services.

## Insurance

This is provided via the NCPTA as the event is organised by the PTA whose NCPTA membership provides insurance cover for all PTA organised events. Additional insurance cover is provided via Bike Week with whom the ride is signed up. This gives £10,000,000 public liability and event organiser cover.

## Risk Assessment

This is carried out by our route designer and local GP who carries out a complete risk assessment and supplies a report.

## Management of incidents

We have a comprehensive incident management system as follows:

- a) Emergency mobile number on the back of all riders' bibs
- b) Ride Director back at base has the mobile numbers of all marshals

- c) Any incident is reported to the Ride Director who alerts the marshal at the halfway point, or the closest marshal. If the individual needs medical help the ambulance is deployed or in the event of a serious accident 999 is called.
- d) If riders have become detached from their parents, all marshals are alerted by SMS and if necessary a vehicle is deployed to explore the roads off the main route.
- e) As soon as the incident is over, the Ride Director is informed.