

# Guidance for Facility Operation

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# Introduction

In developing this guidance we have carefully balanced two key requirements – what is best for public health and wellbeing and what will keep the cycling community safe – with the desire to enable riders to resume regular activities. Please note that current government guidance on physical activity does differ between England, Scotland and Wales. You can find the most up-to-date guidance for riding in Scotland [here](#) and in Wales [here](#).

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**The following principles must be taken into account when planning for a staged return to sanctioned cycling activity and facility use.**

- I. **Ensuring any activity can meet public health guidelines.** All activity should be led by Government guidance regarding health, travel, social distancing and hygiene.
- II. **Taking responsibility:** Activity providers, clubs, coaches, leaders, facility operators, owners, organisers and participants must consider safety first, particularly minimising the risk of infection/transmission and the risk of injury that places further pressure on the NHS. A thorough risk assessment should be undertaken, and appropriate measures put in place to ensure participants, staff and volunteers are protected and that participants ride within their ability. Participants need to take personal responsibility and recognise the impact of their actions on others – if in doubt, don't resume or take part in activity just yet.
- III. **Communicating clearly and consistently:** Activity providers, clubs, coaches, leaders, facility operators, owners and organisers will need to communicate clearly and regularly with members and participants setting out what they are doing to manage risk and what advice they are giving to individuals to do likewise.
- IV. **Retaining flexibility:** Any measures put in place to enable activity to return need to be capable of being flexed or changed quickly to meet the requirements of the local restriction tiers and movement between tiers.

You should make yourself aware of the local restrictions according to the tier into which your local area is placed.

# Overview

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**Cycling facilities across the country are all different – serving different aspects of the sport, different customers and operating in different local contexts. Making an assessment of whether a safe activity environment can be provided depends on a range of factors, which apply differently at each location. It is the responsibility of each facility operator, owner, coach and club to make that assessment based on their local circumstances and the local restrictions imposed.**

Based on the level of restrictions, some facility operators may make the business decision not to open due to being unable to fulfil the guidelines in a cost effective manner – this should be respected and the impact on long-term sustainability recognised as a key factor in decision-making.

Where a cycling facility is part of a larger leisure complex, the operator should adhere to guidance provided by UK Active, Sport England and other leisure industry bodies as appropriate.

The focus of this document is on the delivery of casual bookings and ‘open access’ sessions (i.e. sessions that are not coached / led, but simply allow riders to use a facility). Coaching, led session and competition guidance is provided separately.

# Facility Management

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1. All activity should be consistent with Government guidance regarding health, travel, social distancing and hygiene at all times.
2. Facilities must consider safety first, particularly minimising the risk of infection/transmission. A thorough risk assessment should be undertaken, and appropriate measures put in place to ensure participants, staff and volunteers are protected – a Covid-19 supplementary risk assessment tool is available as part of the British Cycling toolkit ‘Planning a safe return to cycling activity’. As well as the Covid-19 measures, please don’t forget to make sure all risk assessments are up to date for the facility and appropriate mitigation measures are in place to provide a safe environment for participants, staff, volunteers and spectators.
3. Subject to restrictions on activity, where a facility is ‘block-booked’ for use by a club or group, clear arrangements for access should be agreed in advance with the facility operator, covering all aspects in this guidance note.
4. Additional signage and notices at the entrance and online for riders / participants should be displayed, with instructions on the changed rules of conduct when visiting the facility and their responsibilities.
5. Hand sanitiser at key points around the entrance and key areas of the facility should be provided.
6. Consider any potential pinch points or busy areas around the facility and how this could be reduced e.g. introducing a one way flow.
7. All common touchpoint surfaces (gates, door handles, handrails etc) should be cleaned regularly, ideally wearing disposable gloves.
8. Additional waste facilities should be provided and, where possible, more frequent rubbish collection instigated.
9. If there is a COVID-19 case in the facility, the management team should follow the PHE Guidance – COVID-19 – Cleaning in non-healthcare settings, while cleaning all areas of the facility.

# Session Capacity

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10. In confirming the maximum capacity for any activity or facility, the operator should consider whether their usual risk assessed capacities allow riders sufficient time to react in order to avoid a crash / stoppage of the rider in front, such that social distancing is not compromised – if this is not possible, then maximum capacities should be reduced to reflect this requirement.
11. Riders should be encouraged to keep sufficient distance behind the rider in front to ensure social distancing is maintained, unless overtaking which should be on a different 'line' at least 2m apart, and riders should avoid 'cutting back' in front of an overtaken rider until well in front of them. This approach is to allow for stopping and reacting time, in case of a fall, change in direction or sudden stoppage of the rider in front. In addition, the following facility-type specific considerations should be taken into account unless a local risk assessment has identified alternative approaches.
  - a. BMX tracks – Riders should generally not start their 'run' until the riders in front have reached the first corner, to allow time for stopping if necessary. Overtaking is possible but with careful adherence to social distancing guidelines.
  - b. MTB trails – capacity will be site specific, recognising advice on maintaining distance between riders. We would also recommend that passing another rider is not permitted on single track, only on fire roads or other wider areas of the trails.
  - c. Pump tracks – Riders should not start their 'run' until the riders in front have reached the first corner, to allow time for stopping if necessary. Overtaking is unlikely to be possible without compromising social distancing guidelines.
12. Session capacity will further be influenced by access and egress arrangements between sessions. Arrangements for queuing and access will need to be put in place to adhere to social distancing requirements. The maximum capacity of a facility is therefore likely to be influenced by booking and access arrangements as well as facility use capacity.

# First Aid

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13. Emergency access and access to first aid provision must be maintained – this may require access to a clubhouse / cycle hub facility or require additional equipment to be brought to site by the activity organiser.
14. First aid cover must still be available for all organised / booked activity, as per usual requirements and guidelines. The Government has provided [guidance for First Responders](#), including members of voluntary organisations who, as part of their normal roles, provide immediate assistance requiring close contact until further medical assistance arrives.
15. Likewise, Guidance on delivering first aid during the coronavirus pandemic is available on the [St John Ambulance website](#).
16. First Aid qualifications - The Covid-19 pandemic has presented difficulties for those looking to access training opportunities to renew their certificates, and we have therefore reviewed the way in which we can enable volunteers to start and continue to deliver activity whilst maintaining the safety of all those involved. You will find the most current guidance [here](#).

# Customer Service

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17. Wherever possible, app or web-based reservation and payment systems should be used to reduce length of time in reception / registration. This can be simply email / SMS messaging arrangements and will depend on the type of activity and facility – all coached / led sessions should be advance booking only to ensure maximum ratios are adhered to that facilitate social distancing.

Face coverings are required in most indoor settings. Although this does not include leisure centres, some facilities may require you to wear them before or after activity, or in some areas of the building where they're legally required (such as shops).

However, you're not required to wear face coverings while taking part in sport and physical activity.

18. Improve opportunities for cashless and non-contact payments where possible – customers should have the opportunity to pay online in advance to avoid payment / cash exchanges at the time of the activity.
19. Customer refunds should be provided in full where riders cannot attend due to suffering from coronavirus symptoms – riders should be encouraged in all cases to stay away if in any doubt.
20. Spectators aren't permitted in any private indoor or outdoor sport facility. This doesn't apply for people with disabilities, or adults needed to supervise under-18s in a safeguarding role.

There is an additional risk of infection in close proximity situations where people are shouting or conversing loudly. Spectators should therefore avoid shouting or raising their voices, especially when facing each other.

21. Time should be allowed between activity sessions, to allow for clear access and egress and maintain separation in car parks and communal areas.
22. Changing rooms and shower facilities can be opened, but you should encourage participants to avoid or minimise use where possible (for example, by arriving in kit and showering at home) and to minimise the time they spend in the changing area.
23. Participants should social distance whilst in changing rooms. More than one household can use changing facilities at one time but they must not mix and must adhere to capacity limits.

# Equipment

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24. Riders should bring their own bikes and equipment wherever possible. Riders should be encouraged to wear appropriate safety equipment for the activity, recognising the need to minimise risk of injury.
25. Any shared equipment used during an activity should be cleaned before and after each session.
26. No sharing of drinks bottles should be allowed, with riders asked to bring their own labelled drinks.
27. Gloves are not mandatory as the World Health Organisation (WHO) advice is that it is preferable not to wear gloves but to regularly wash your hands.

# Casual Activity

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28. It is the responsibility of each facility operator or owner to ensure that their provision adheres to all relevant Government guidance. As well as the Covid-19 measures, please don't forget to make sure all risk assessments are up to date for the facility and appropriate mitigation measures are in place to provide a safe environment for participants, staff, volunteers and spectators.
29. Where allowed, riders should be informed of the associated rules and regulations for casual use, including:
  - a. Keep at least 2 metres (or 1 metre plus mitigations) apart from other people whenever possible whilst riding – be respectful and allow other riders to pass at a safe distance where necessary.
  - b. If you are showing coronavirus symptoms, or if you or any of your household are self-isolating, you should stay at home.
  - c. Ride well within your ability – don't try difficult skills or ride too fast.
  - d. Do not congregate with other people under any circumstances - at this time the only reason for being at a facility should be to ride. Once you've finished your loop, or if you're waiting - make sure you take a break away from the finish and start areas, to ensure social distancing and give others a chance.
  - e. Clean your equipment before and after riding and try not to touch anything else.
  - f. No physical contact – no hugs, high-fives, hand shakes, etc. except with people in your own household.
  - g. Do not share any mobile devices, equipment, food or drink with others.
  - h. Wash your hands regularly, including before leaving home and on returning home, and bring hand sanitiser with you when visiting a facility.
  - i. Only use a cycling facility if you are actively riding and leave as soon as possible after finishing.
  - j. Please leave plenty of space and be considerate of other riders, especially younger or less experienced riders. **STAY ALERT - STAY SAFE.** Remember you won't have space to catch less confident riders, you will have to slow down, and you need to allow space to pass if necessary.

# Competition

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30. From Monday 17th May 2021, we are pleased to be able to move to Step 3 of the UK Government's roadmap for easing Covid-19 restrictions meaning activity is now permitted to resume so long as it complies with British Cycling and other relevant Government guidance. More information on this can be found in [The Way Forward: Planning a safe return to cycle vsport events](#).
31. It is important that facility operators work closely with event organisers to ensure that the event is delivered in a safe and Covid-secure manner. Facility operators should pay particular attention to identifying areas susceptible to overcrowding, and ensuring that appropriate systems are in place for managing entry, exit and car parking.

# Risk Management and Assessment

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**Ensuring that you have thought and accounted for any additional risks that may be present due to Covid-19 is an essential part of ensuring your facility can operate safely and you should consider and include the specific points below:**

- Ensure that prior to the resumption of activity all individuals concerned know of the risks and what mitigating steps have been taken.
- Identify additional actions that need to be taken to enable any individuals with additional needs who need support with any impairments, to interact safely with the activity.
- Ensure the activities minimise the injury and illness risk.
- If loan equipment is to be provided, outline how equipment used for the activity will be suitably cleaned and disinfected to manage the possible transmission of Covid-19.
- Outline the steps to determine maximum capacity levels for the various spaces to be used.
- Ensure hygiene protocols and risk mitigation strategies are in place for the use of facility areas that may be shared by those participating as well as staff and volunteers - these instances of shared spaces and interaction points, should be minimised or eliminated wherever possible.
- Ensure that appropriate social distancing and high standards of personal hygiene can be maintained whenever possible including any pre and post training activity.

To support this additional risk management, British Cycling has produced a template risk assessment to work from, which should be completed in addition to your facility risk assessments - you can view British Cycling's Covid 19 specific Risk Assessment document [here](#). All risk assessments need to be reviewed and need to be up to date for the facility, with appropriate mitigation measures are in place to provide a safe environment for participants, staff, volunteers and spectators.

# Rider advice and tips

While cycling is very much encouraged, you should continue to behave responsibly and must still adhere to the social distancing guidelines set by the UK Government and the devolved administrations. You can find the most up-to-date guidance for riding in Scotland [here](#) and in Wales [here](#).

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## Please remember...

- Keep at least 2 metres or '1 metre plus mitigations' apart from other people whenever possible whilst riding – be respectful and allow other riders and pedestrians to pass at a safe distance where necessary;
- If you are showing coronavirus symptoms, or if you or any of your household are self-isolating, you should stay at home;
- Ride well within your ability – don't try difficult skills or ride too fast;
- Allow yourself sufficient time to react in order to avoid a crash / stoppage of the rider in front, such that social distancing is not compromised. Keep a good distance behind the rider in front, unless overtaking (at least 2m apart), and avoid 'cutting back' in front of an overtaken rider until well in front of them.
- In addition, the following facility-type specific considerations should be taken into account:
  - a. BMX tracks – Do not start your 'run' until the riders in front have reached the first corner, to allow time for stopping if necessary. Overtaking is possible but with careful adherence to social distancing guidelines;
  - b. MTB trails – Passing another rider safely and with social distancing is not generally going to be possible on single track, only on fire roads or other wider areas of the trails;
  - c. Pump tracks – Do not start your 'run' until the riders in front have reached the first corner, to allow time for stopping if necessary. Overtaking is unlikely to be possible without compromising social distancing guidelines.

- Do not congregate with other people – pump tracks and BMX tracks provide great social environments, but at this time the only reason for being at a facility should be to ride. Once you've finished your loop, or if you're waiting - make sure you take a break away from the finish and start areas, to ensure social distancing and give others a chance;
- Clean your equipment before & after riding and try not to touch anything else;
- No physical contact – no hugs, high-fives, hand shakes, etc. except with people in your own household;
- Do not share any mobile devices, equipment, food or drink with others;
- Wash your hands regularly, including before leaving home and on returning home, and bring hand sanitiser with you when visiting a facility;
- Only use an outdoor cycling facility if you are actively riding and leave as soon as possible after finishing;
- Please leave plenty of space and be considerate of other riders, especially younger or less experienced riders. STAY ALERT - STAY SAFE.
- Spectators will be permitted to view events on both public and private land in Step 3, but need to adhere to social distancing rules. Spectators need to adhere to social gathering limits (groups of 30 outdoors and six people/two households indoors).
- Spectators are allowed indoors, but the total numbers including all participants, coaches, officials and spectators must be aligned with the ventilation rates permitted by the particular venue. The maximum occupancy of each indoor facility will be set by the facility operator / owner.
- Be aware that onsite toilet facilities may not be open. Where they are open, riders are advised to take particular care when using them.