

Hadrian Adventure Weekend 2018

Run Leader Briefing

Thank you for agreeing to help with this years Hadrian Adventure Weekend. We couldn't put on this event without volunteers such as yourself!

To help things run smoothly we have put together this short run leader guide. It's important that you read it and acknowledge that you are happy with the information it contains. Please make sure you **email your confirmation to ride@northumbriatrf.org.uk before the event.**

If you have any questions you can reach Davy or Greg on the details provided.

Thanks again!

Key Info

01 - Make sure you are familiar with the TRF Code of Conduct (included in this doc).

Please make sure that you ride to it and lead your group by example. All participants have signed a form asking them to follow this code of conduct.

02 - This is not the weekend for risk taking or showboating. The participants in your group are riding in a new and beautiful environment. For most that will be more than enough to have a great day. Your job is to help them **explore the area safely.**

03 - Don't encourage anyone to ride beyond their limits. It's important that we don't use language such as "go on you will be fine, you can do it". If someone isn't sure or is struggling we need to make sure they have **the option to back out.** All participants have been instructed to 'ride to their ability levels'. Do not push them beyond this.

04 - Take breaks. Some people you are riding with may not be used to the terrain or landscape we have up here. People enjoy the opportunity to stop and take it all in. There's no need to rush. An enjoyable lunch is often part of the reason people enjoy themselves - you might find they even buy it for you! Several breaks throughout the day give people a chance to catch their breath, get to know each other and communicate how they are getting on to the run leader.

05 - Communicate. Participants have been encouraged to communicate with their run leader, give them a chance to tell you if they are having fun or if the pace needs to change. Make sure you listen to the info they are giving you.

06 - Count your riders out and count them back in again. Make sure you do a headcount of your group - you should come back with the same number! If anything happens during the ride follow the guidance included in this document.

07 - Check in at the end of each day's ride. It's essential that you check in with the event coordinator at the end of each days riding. This just needs to be a simple message indicating that everyone is back or if something has happened we need to know about it. Use the contact details in this document. If you don't do this we will have to assume that something has happened and that you were unable to return with your group which will require us to come looking for you. **Please help us by checking in at the end of each day.**

08 - Report any accidents. Our risk assessment requires us to have an accident book. If there are any accidents and / or injuries get that info to the event co-ordinator at the end of the days riding. It should include who, where, when, injuries sustained, medical treatment or actions etc. If you encounter an emergency follow the guidance included in this document.

09 - HAVE FUN! Ok, so a lot of this guidance is to make sure the event runs smoothly and that participants, leaders and organisers take adequate steps to stay safe, that's the most important thing. But let's not forget we're all here to have a brilliant 2 days riding! The guys in the group behind you will be riding some of the best green roads they have ever been on. It won't be difficult to put a smile on their face. Relax, keep things calm and have a fantastic weekend.

Thank you



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TRF Code of Conduct

1: Use only roads that the public are entitled to ride motorcycles on

*Trail riding is lawful on green roads which are commonly known as unclassified county roads, or which are classified as Byway Open to All Traffic. If in doubt, check with the Highway Authority or the TRF. Motorcycles and riders must be road-legal. Green roads are subject to the same laws as black roads.

2: Keep to the defined area of the Green Road

*Endeavour to travel with least impact. Ride in the 4x4/tractor ruts and avoid creating a third rut, where safe, reasonably convenient, and possible to do so. Avoid straying from the road, especially onto moorland or farmland – doing so may be a criminal offence.

3: Give plenty of space to walkers, horses and cyclists

*As a courtesy, on narrow black roads or green roads, stop and switch off engines when sharing the road with ridden horses.

4: Travel at a speed which is safe and sustainable for the road surface

*Ride at an unobtrusive speed, taking regard of conditions and visibility. Be prepared to stop within a maximum of a third of the distance in which you can see the road ahead. Excessive speed increases wear on the road surface, avoid travelling at high impact speeds above the voluntary recommended maximum of 25mph.

5: Ride quietly and unobtrusively

*Machines must be effectively silenced. Use the throttle with discretion, as noise does offend. Green roads are subject to the same laws as black roads.

6: Honour the countryside code

*Respect the countryside and those who live, work and play in it. Green roads can be valuable habitats for wildlife, take especial care in spring and early summer. Fasten gates to safeguard stock, except those tied open for land management purposes.

7: Endeavour to be a good ambassador for motorcycling

*Be courteous to other road users and respect their equal entitlement to use the road. Bear in mind the difficulties of others and try not to add to them. Acknowledge others with a friendly wave or other suitable gesture. Responsible trail riding is a form of quiet enjoyment of the countryside. Maintain the standard of a responsible trailrider, so as not to disturb the tranquillity of National Parks and peaceful areas of the countryside.

In addition, the organisers of the Hadrian Adventure Weekend ask participants to:

- Ride within your own ability level. Communicate with your run leader if necessary. Take responsibility for yourself at all times.
- Kielder Forest is a public space. Expect walkers, horses, cyclists as well as vehicles on the fire roads, including large logging trucks. These are not closed roads.
- Stop and wait for the rider behind you at junctions. This helps make sure no one gets lost.
- Try and help keep the run leader at the front by opening and closing gates for them.
- Have a great time!

If a participant is unable to continue

There are many reasons why someone in your group may not be able to continue with the ride. It may well put you in a difficult position regarding whether you leave them, stay with them or split the group.

Ultimately you will have to make your own judgement based on the situation. From an event organisers point of view we need to know that **people are safe and that no one is stranded** at the end of the days riding, that's our main concern. You should make decisions based on that being a priority.

In the case of a mechanical failure or similar please don't leave anyone alone unless you are confident that they have adequate means of recovery and are not in a vulnerable position. We would prefer that they weren't left in an isolated situation - get them to civilisation if possible. At the very minimum get them onto a road that recovery vehicles can access and make sure they are being collected either by their own means or be a recovery service. It would be preferable and safer to get them to a cafe, fuel station or similar. No one should be left on their own if they don't want to.

In the case of minor injury or illness you must not leave leave them on their own. You must either all stay as a group or at a minimum leave another two members of the group with them (3 total) and ensure that they have means of recovery. Your 'tail ender' should be one of the people left with the casualty. It is possible that a minor injury or illness becomes more serious shortly afterwards. It is safest for the group to stay with anyone with a minor injury or

illness until they have made it back to their accommodation and you are satisfied that they are not in any further risk.

In the case of major injury refer to the 'Major Incident Procedure' in this document.

In all situations report back in to the event organiser and let them know what is going on.

Major Incident Procedure

In the unlikely event of a major incident run leaders should make the care of any injured parties their priority.

- Take control of the situation and call emergency services if required
- Tend to any casualties (there may be others with you with additional first aid training)
- Make the scene safe - put others in the group to work diverting traffic if necessary
- Contact event organisers
- Document the situation (photos/vid) when safe and appropriate to do so. This includes getting witness statements
- Make a note of the hospital that the casualty has been taken to
- Don't post on social media
- When safe to do so, lead the group back to event HQ unless otherwise instructed

The following information has been provided by the TRF as guidance.

Evidence gathering

- Evidence gathering and Run leaders will collate all available evidence at the scene of the incident.
- Run leader will address the immediate issues and aim to reduce any immediate threat, risk and harm.
- Interviews with fellow riders and witnesses will be carried out when back at the base area.
- The event organiser and a note taker will be present when witness statements are taken.
- The event organiser and run leader will not seek to apportion blame or admit liability during this process.
- Every effort will be made to obtain the facts without judging the rights and wrongs of a situation.

- Injured persons will not be interviewed until medical consent is given to do so. The content of the interviews will be kept confidential and only share with those parties who need to know the circumstances. Police, Medical teams, TRF Directors.
- Information should not be shared with next of kin until the TRF Director in charge of insurance, Dave Carling or another delegated TRF Director has authorised its release.

Press & Social Media

- All event officers and run leaders will be briefed by the event organiser to ensure that Social media and press contact is managed through the TRF Marketing Director or another delegated TRF Director.
- Every endeavour should be made to ensure that those present during a major incident do not share details of an incident until the next of kin and relevant authorities have been informed.
- The TRF Marketing Director will directly manage any press requirements. This is in place to protect the interests of the harmed person and their next of kin.

List of reportable injuries for the TRF Event Accident book

- Injuries requiring hospital attendance or that preclude participant from driving/riding away from the venue.
- Bony injuries – fractures and dislocations
- Soft tissue injuries – those that require surgical closure (sutures aka stitches) or treatment by immobilisation (plaster)
- Burns (all)
- Any head injury that results in loss of consciousness / altered vision / confusion / dysphasia
- Any injury that results in neck or back pain, or reduced movement in neck/back.
- Any injury that results in reduced movement of a limb
- Any injury that results in reduced sensation (e.g. numb fingers)
- Any injury to the chest/back or abdomen that results in shortness of breath or pain on expiration/inspiration.
- Any injury that results in an arterial bleed.
- Chest pains
- Abdominal pains
- Medical ailments associated with an infective source or hazardous substance at the venue e.g. diarrhoea and vomiting, contact rashes in participants (there have been instances of campylobacter contracted during MTB events or of giant hogweed causing skin rashes).
- Childbirth or anything related to pregnancy
- Poisoning
- Injury affecting eyesight (all).
- Injury affecting hearing (all).

- Any injury resulting in vomiting/defecating/passing blood
- Any injury resulting in a foreign body (e.g. impaled on tree branch)
- Severe mental health episodes

END