

GUIDANCE ONLY – ENSURE THAT LOCAL AUTHORITY RISK ASSESSMENT REQUIREMENTS ARE MET

RA32 Dr Bike



Risk assessment and plan

Sustrans has produced generic risk assessments for many of the activities that it carries out frequently. The significant hazards, who they might harm and how, and what you need to do to manage them are contained in this plan. Every time that you undertake this activity, you will need to review the existing hazards and controls and add any specific arrangements to manage the hazard and any additional hazards and controls that you might identify. **Your line manager will be able to assist you should you need help completing this form.**

Refer to the Sustrans Risk Assessment Procedure (H&S/PRO/02) and Risk Assessment Standard (H&S/PRO/12) for further information on assessing and managing risks.

Description of activity			
Event activity		Event activity reference	
Event location		Event date	
Sustrans H&S references	H&S/STD/08: Organising Events RA 25 Events RA 27 Bike Storage and Maintenance	Additional references	

Description of work activities, processes, etc. covered by the assessment:

'Dr Bike' is an activity intended to provide a safety check of bikes for participants and to advise them of any necessary repairs (usually free of charge). Some simple adjustments, lubrication and replacement of parts, for example a brake cable may be carried out as part of the activity within the scope of the event and the competence of the leader/presenter of the activity.

This risk assessment considers the activities associated with these checks. It does not duplicate the consideration of generic hazards already addressed for events.

Sustrans out of hours emergency telephone number: 08448 480226

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What are the hazards? Mark N/A or delete as appropriate	Who might be harmed and how?	What are you already doing to lower the risk?	Risk Rating*	Do you need to do anything else to manage this risk? Include any further controls/specific arrangements to manage the risk	Action by whom and when?	Date Action Complete
Bike checking	'Dr Bike', participants, onlookers At risk of: Cuts and bruises, sprains and fractures, damage to bikes, tools or other property	<input type="checkbox"/> Set up a defined working area. <input type="checkbox"/> Keep the work area clear and clean. <input type="checkbox"/> Consider means of segregation from participants / onlookers, particularly when young children are present, and make sure that people are sufficiently clear when lifting/moving bikes and using tools etc. <input type="checkbox"/> Arrange for an assistant to help run the activity and supervise onlookers when Dr Bike is busy with a task or lots of people are nearby <input type="checkbox"/> Where appropriate, mount bikes on a good quality work stand, ensuring the user understands how to use the stand safely <input type="checkbox"/> Follow manual handling good practice <input type="checkbox"/> Check first aid arrangements are in place	2			
Minor maintenance and repairs	'Dr Bike', participants, onlookers At risk of: Cuts and bruises, sprains or slips	<input type="checkbox"/> Ensure that the mechanic providing the Dr Bike service is suitably competent to undertake the event. <input type="checkbox"/> If the event is held in a school/youth centre etc., ask the organisation to estimate the number of bikes being brought to the event so sufficient staff/time can be allocated <input type="checkbox"/> Use correct tools and check their condition. Store and handle appropriately, ensuring that they are cleared away during school break times <input type="checkbox"/> Make sure the bike is secure and stable before starting <input type="checkbox"/> Keep floors free of spills and residues <input type="checkbox"/> Consider means of segregation from participants / onlookers, particularly when working in locations where young children will be present, and make sure that people are sufficiently clear when	2			

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		lifting/moving bikes and using tools etc <input type="checkbox"/> Limit numbers of people who are close to the work, consider the use of cones or similar to cordon off area if necessary <input type="checkbox"/> Closely supervise participants who assist with the activities. <input type="checkbox"/> Do not use power tools				
Substances Hazardous to Health	'Dr Bike', participants, onlookers At risk of: Skin effects – dermatitis, respiratory and/or eye irritation and possible burns	<input type="checkbox"/> Follow requirements and guidance for use, storage and handling of substances <input type="checkbox"/> Consider the use of non-latex protective gloves (e.g. nitrile) <input type="checkbox"/> Limit use of spirit based solvents and cleaners <input type="checkbox"/> Dispose of oily or flammable rags or wipes with care <input type="checkbox"/> Make sure adequate ventilation is provided <input type="checkbox"/> Be familiar with and carry relevant COSHH / MSDS sheets	1			
Mechanical Failure of Bike	Dr Bike or participant At risk of: Bruises, sprains, cuts and fractures	<input type="checkbox"/> Ensure that the mechanic providing the Dr Bike service works within competence, training and scope of tools and equipment available <input type="checkbox"/> Make sure any remaining defects are identified and referred for professional repairs where needed. <input type="checkbox"/> Identify where items are beyond repair and making safe <input type="checkbox"/> Use Dr Bike checklists and report forms; and take steps to ensure that the form is read and understood by the owner of the bike (or if a child, then a responsible adult). I.e. In a school situation, consider locking the bike or storing it in a different area to ensure that the condition of the bike is discussed with the child owner and their	2			

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		parent/guardian. <input type="checkbox"/> Make sure participants understand what has and has not been done and any implication arising (e.g. sharper brakes, oily chain etc)				
Personal security due to theft / assault	Dr Bike and assistants At risk of: Minor to medium injuries from general minor assault	<input type="checkbox"/> Tools etc not being used immediately to be stored in secure containers / locations <input type="checkbox"/> Calm down potential aggressors and take all steps to avoid escalating confrontational situations <input type="checkbox"/> Don't leave bikes unsecured, unguarded or lying around <input type="checkbox"/> Secure/Locked storage area or constant supervision. "Raffle ticket" bike retrieval system or similar. <input type="checkbox"/> Undertake event in public area or make sure there are at least 2 staff present (unless event is held in an enclosed/controlled area E.g. in a school where this may not be necessary)	2			
Location/Facilities	Dr Bike and assistants At risk of: Slips, trips and falls, exposure to sun, rain, cold/hot temperatures	<input type="checkbox"/> If the event is open to the public in a community centre/youth centre/school premise, ensure that the usual centre/school activities are cancelled or not planned and that it is made clear to users that the event is open all <input type="checkbox"/> Ensure that shelter from rain/sun is provided if necessary <input type="checkbox"/> Advise the use of sun cream if required <input type="checkbox"/> Ensure that gazebos are erected by competent people and secured in accordance with manufactures' instructions	2			

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		<input type="checkbox"/> Provide sufficient rubbish bins/bags and remove all waste from the event <input type="checkbox"/> Ensure that toilet facilities are available for staff in the vicinity of the event <input type="checkbox"/> Ensure food and drinks are within easy access for staff during the event <input type="checkbox"/> Ensure that hand washing and drying facilities are available <input type="checkbox"/> Ensure sufficient staff are available or limit event times to allow staff to take a break				
<p><i>(Optional)</i> List any supporting documents, photographs, plans etc. attached to this report:</p> 						

Plan completed by			
Name		Date	

Plan reviewed by (manager/staff supervisor)

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By implementing this plan, I am satisfied that the Health and Safety risks associated with the event will be reduced to an acceptable level.

Name		Date	
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Risk quantification model:

Probability (Pr) rating	Severity (Se) rating		
	Minor (1)	Serious (2)	Major (3)
Low, may happen (1)	1	2	3
Medium, could happen (2)	2	4	6
High, will happen (3)	3	6	9

Risk categories:

Acceptable	Marginal	Moderate	Unacceptable
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A. Risk quantification model:
 A.1 The 'risk quantification model' provides an estimator that can be used to ensure a consistent approach is used for quantifying risks based on a simple matrix of 'probability of occurrence' and 'severity of outcome'. In effect, risk equals probability multiplied by severity, $R_i = Pr \times Se$.

Probability (Pr) that an event will occur.

Probability (Pr)	Rating	Criteria to consider in relation to the hazard being assessed
Low, may happen	1	Where harm will seldom occur. A hazard is rarely approached and/or is infrequently present in the workplace, e.g. a less than 25% chance that the hazard will be experienced if, for example, the work was being undertaken for an 8-hour average working day.
Medium, could happen	2	Where harm will often occur. A hazard is sometimes approached and/or is frequently present in the workplace, e.g. between a 25% and 75% chance that the hazard will be experienced if, for example, the work was being undertaken on for an 8-hour average working day.
High, will happen	3	Where it is certain that harm will occur. A hazard is always approached and/or is permanently present in the workplace, e.g. a greater than 75% chance that the hazard will be experienced if, for example, the work was being undertaken for an 8-hour average working day.

Severity (Se) of the outcome if the event is realised.

Severity (Se)	Rating	Criteria to consider in relation to the hazard being assessed
Minor	1	Injuries that are unlikely to be reportable under RIDDOR, e.g. superficial or minor first-aid injuries such as minor cuts, bruises, eye irritation, nuisance skin irritation, transient or non-persistent coughing etc; and small fires with little or no disruption.
Serious	2	Injuries that are likely to be reportable as a >3-day injury under RIDDOR, such as lacerations, burns, strains and sprains, minor fractures to the fingers or toes, non-permanent work-related upper limb disorders, eye irritation, persistent coughing, nausea, breathing distress, dermatitis, chrome and other ulcerations; and minor fires causing transient disruption.
Major	3	Injuries that are likely to be reportable as major injuries under RIDDOR, such as fatalities, amputations, major fractures, multiple injuries, permanent work-related upper limb disorders, poisonings, permanent or semi-permanent blindness, occupational cancers, acute or severely life-shortening diseases, occupational asthma, etc; and fires causing significant disruption and/or major loss to or destruction of property or premises.

A.2 The following explains the typical actions required to manage different risks categories. In simple terms, the higher the risk category, the greater the potential for a serious incident, injury or fire and, consequently, greater controls are required.

(i) An unacceptable (or high) risk, a risk rating of 9.
 Such risks in the workplace are unacceptable and work should not commence. If work is in progress, it must be stopped immediately until such actions are taken as to reduce or control the risk to an acceptable level. Temporary controls, except in an emergency situation would not be sufficient to justify work commencing or continuing. Risk reduction plans should be documented and fully implemented before recommencing work.

(ii) A moderate risk, a risk rating of 6.

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Such risks are unacceptable and work should not commence. If work is already in progress, it should be suspended until such actions are taken as to reduce or control the risks. This could include the use of temporary control measures until a permanent solution is implemented. Existing controls require careful management and supervision to ensure their effective implementation. A written action plan should be developed to further reduce or control the risks.

(iii) A marginal risk, a risk rating of 3 or 4.
Such workplace risks are tolerable and, generally, work can commence or continue. However, if appropriate, a written action plan should be developed to further reduce or control the risks to a more acceptable level. The existing control measures are generally appropriate to control or manage the risks, but require on-going management supervision, such as by an audit, to ensure their continuous implementation.

(iv) An acceptable (or low) risk, a risk rating of 1 or 2.
Such risks are, generally, seen as being acceptable without any specific workplace controls being required. Any existing controls are appropriate to manage the risks. Management supervision and employee training are required to ensure the existing controls, including the use of personal protective equipment (PPE), are implemented.

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