

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

Ref: RA 42 Riding Skills Event



## Risk assessment and plan

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

Description of activity:			
Event location		Event date	
<b>Sustrans H&amp;S references</b>	H&S/STD/03: Riding a bike at work H&S/STD/06: Organising & Leading a Bike Ride RA27 Bike Storage and Maintenance Workshop	<b>Event activity reference</b>	

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

Learn to Ride/Skills type sessions are run for a variety of age groups, from school reception age children to adults and cover a range of skill levels from 'Ditch the stabilisers' varieties to advanced skill sessions.

The sessions are usually run by Schools Officers, Volunteers and suitably accredited contractors

**Sustrans out of hours emergency telephone number: 08448 480226**

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\* Refer to “Risk quantification model” on the last page

What are the hazards?	Who might be harmed and how?	Control measures	Risk Rating*	Do you need to do anything else to manage this risk?	Action by whom and when?	Date Action Complete
<b>Use of an Inappropriate Bike/Scooter</b>	Participants, Officers, Volunteers, Contractors and supervising staff <b>At risk of:</b> Strains/soreness to knees, ankles, backs etc. and a possible fall from bike/scooter causing bruises, bumps, scrapes and possible broken bones	<input type="checkbox"/> Check suitability of bike/scooter prior to the session (is it the right size for the rider, is it in good working order, & is the rider comfortable using the bike/scooter). <input type="checkbox"/> Small adjustments/minor maintenance/removal of pedals to bikes/scooters to be made by the instructor prior to the session to ensure suitability <input type="checkbox"/> Participants partake in safety check at start including clothing and footwear and Bike: M-Check/Scooter: L-Check. <input type="checkbox"/> Bikes/scooters judged to be unsafe will not be used. If no suitable replacement is available, participant will be excluded from the session <input type="checkbox"/> Riders will be asked to report any sudden problems immediately to the session supervisor or an assistant for assessment <input type="checkbox"/> All supervisors to keep a careful watch on all riders, to identify any showing signs of struggling with their bikes/scooters. When identified, the rider should be stopped for immediate assessment, and if necessary, removed from the session	3			
<b>Adverse weather conditions</b>	Participants, Officers, Volunteers, Contractors and supervising staff <b>At risk of:</b> Potential exposure, sunburn, dehydration, cold, shock, sickness, accident	<input type="checkbox"/> Parents of participating school children to receive a letter prior to the event advising of weather related precautions required, including appropriate clothing. <input type="checkbox"/> Assessment of weather conditions on the day <input type="checkbox"/> Ensure all riders have appropriate protection from the elements <input type="checkbox"/> Participants are encouraged by School's Officer to bring a bottle of water along to the session and a snack if appropriate. <input type="checkbox"/> The duration of the session will be appropriate to the ability and age of the participants and will last no more than 1 hour without a break <input type="checkbox"/> Should the weather prove unfavourable and potentially dangerous, the session will be cancelled or postponed (either before, or at any point during the session)	1			
<b>Fall from bike/scooter or collision</b>	Participants, Officers, Volunteers, Contractors and supervising staff <b>At risk of:</b>	<input type="checkbox"/> Parents of participating school children to receive a letter explaining Sustrans Helmet Policy prior to the event.	3			

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	<p>Minor – cuts, grazes, bruises, bumps, sprains, shock, splinters Major – serious trauma, head, spine, internal injuries</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Ensure that helmet is in good condition and fitted correctly.</li> <li><input type="checkbox"/> If participant does not have a helmet, the officer can provide one.</li> <li><input type="checkbox"/> Helmets must be worn for training on roads.</li> <li><input type="checkbox"/> Ensure that area is large enough to hold the session</li> <li><input type="checkbox"/> Conduct a sweep of the traffic free training area before the session to clear any puncture hazards and identify any surface problems. Instructor and supervisors remain vigilant of emerging hazards during the session.</li> <li><input type="checkbox"/> Immovable objects will not be used as obstacles/markings in the skills area.</li> <li><input type="checkbox"/> Where immovable objects are present, they will be pointed out to participants and the route/course will be designed to avoid going near them.</li> <li><input type="checkbox"/> Riders to be warned that cones can be a hazard, can be slippery if ridden over.</li> <li><input type="checkbox"/> Activities will be set to suit skill level of participants</li> <li><input type="checkbox"/> All children will be instructed to walk their bikes/scooters from and to the storage area and will be escorted both ways by an adult</li> <li><input type="checkbox"/> Movement of bikes/scooters will be via the safest route possible. If the route from/to the storage area poses a risk, the bikes/scooters will be moved by adults</li> <li><input type="checkbox"/> Participants partake in safety check at start including Bike: M-Check/Scooter: L-Check, helmet, clothing and footwear check</li> <li><input type="checkbox"/> Instruct participants in stopping techniques and correct use of brakes early in the session.</li> <li><input type="checkbox"/> Encourage participants to cover their brakes at all times.</li> <li><input type="checkbox"/> The officer will ensure that the participants have mastered basic control skills before the session progresses further.</li> <li><input type="checkbox"/> Pupil: ratio of 1:12 will not be exceeded. More experienced riders will be moving faster and so should be worked within smaller groups to maintain control. 1: 4 is the maximum ratio with experienced riders unless discipline is very good.</li> <li><input type="checkbox"/> Participants speed will be controlled by both instruction and course design appropriate for their ability.</li> <li><input type="checkbox"/> Ensure that a safe distance is maintained between riders.</li> </ul>				

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		<ul style="list-style-type: none"> <li><input type="checkbox"/> Only one rider will be allowed to participate at a time on certain activities such as “Bike limbo.”</li> <li><input type="checkbox"/> No pedestrians or vehicles allowed onto the off road training area</li> <li><input type="checkbox"/> If pedestrians or vehicles enter the area, session will be stopped until safe to continue or moved to a safe site.</li> <li><input type="checkbox"/> If a rider is involved in a fall or collision and is safely able to continue with the session then their bike/scooter must be checked for any significant damage resulting from the fall/collision before continuing.</li> <li><input type="checkbox"/> Minor consequences – can be treated on the spot by school first aiders</li> <li><input type="checkbox"/> Major consequences – making the person safe and immediately calling for medical help</li> </ul>				
<b>Existing medical conditions, injury, health &amp; fitness</b>	Participants, Officers, Volunteers, Contractors and supervising staff <b>At risk of:</b> Onset of existing condition, e.g. asthma attack, hearing/vision problems and Minor – cuts, grazes, bruises, bumps, sprains, shock, splinters, exhaustion, dehydration Major – serious trauma, head, spine, internal injuries	<ul style="list-style-type: none"> <li><input type="checkbox"/> For sessions held on school premises, in advance of the sessions, staff members from the school will be asked to identify any pupils who have existing medical conditions which may become a problem. Information will be requested in letter home to parents in advance of the sessions.</li> <li><input type="checkbox"/> If activity is for under 16s not on school property, parental consent and medical information of child/young person to be obtained.</li> <li><input type="checkbox"/> Request that adult participants declare any relevant medical conditions</li> <li><input type="checkbox"/> Staff to ensure that they are aware of existing relevant medical conditions for session participants.</li> <li><input type="checkbox"/> Ensure that any participant with a medical condition has their medication available as appropriate.</li> <li><input type="checkbox"/> Instructor and supervisors to remain vigilant in regard to participants with a medical condition and take appropriate action immediately should the need arise.</li> <li><input type="checkbox"/> Brief participants in advance about the nature of the activity, duration etc.</li> <li><input type="checkbox"/> Session leader in consultation with school staff should decide in advance if any participant is displaying signs of fatigue or if fitness levels which might be a concern during the event. If so decision taken to modify the session so that all participants can take part in some way. Removing the participant from session all together is the last resort and should only be considered once all other</li> </ul>	3			

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What are the hazards?	Who might be harmed and how?	Control measures	Risk Rating*	Do you need to do anything else to manage this risk?	Action by whom and when?	Date Action Complete
		<ul style="list-style-type: none"> <li><input type="checkbox"/> options have been exhausted</li> <li><input type="checkbox"/> Session leader to carry first aid kit</li> <li><input type="checkbox"/> Session leader and supervisors to have contact details for hospitals for minor injuries</li> <li><input type="checkbox"/> All encouraged to report any issues and accidents to session leader immediately.</li> <li><input type="checkbox"/> Participants encouraged to ensure they have a suitable drink and snack.</li> <li><input type="checkbox"/> A qualified first aider available</li> </ul>				
<b>Disruptive Behaviour</b>	Participants, Officers, Volunteers, Contractors and supervising staff <b>At risk of:</b> Disruptive behaviour could cause fall from bike, distress amongst participants	<ul style="list-style-type: none"> <li><input type="checkbox"/> In advance of school sessions, staff members from the school will be asked to identify any pupils who have known behavioural issues</li> <li><input type="checkbox"/> School staff present to deal with disruptive behaviour during sessions held on school premises</li> <li><input type="checkbox"/> Clear instructions will be given at the start of the session that participants need to remain alert and listen to instructions.</li> <li><input type="checkbox"/> Any participant consistently disrupting the session will be asked to leave</li> <li><input type="checkbox"/> Consider the group size and supervisor : pupil ratio depending on the participants ability and behaviour</li> <li><input type="checkbox"/> Instructors have experience in dealing with disruptive behaviour</li> <li><input type="checkbox"/> Parent helpers to be briefed on their role and standards explained in regard to behaviour and language which will be monitored throughout the session.</li> </ul>	1			
<b>Condition of traffic free training area.</b>	Participants, Officers, Volunteers, Contractors and supervising staff <b>At risk of:</b> Fall from bike Minor – cuts, grazes, bruises, bumps, sprains, shock, splinters Major – serious trauma, head, spine, internal injuries	<ul style="list-style-type: none"> <li><input type="checkbox"/> Scooter riders to be told that tricks are not to be performed during the sessions and that scooters should not be lifted off the ground unless specifically asked to do so</li> <li><input type="checkbox"/> Prior check of training area on day of training</li> <li><input type="checkbox"/> Ensure that any tools used for adjustments have been tidied away</li> <li><input type="checkbox"/> Clear hazards if necessary</li> <li><input type="checkbox"/> Use alternative area if hazards cannot be removed</li> </ul>	3			

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<p><i>(Optional)</i> List any supporting documents, photographs, plans etc. attached to this report:</p>						

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Event staff		
Name	Role	Contact telephone number

Plan completed by			
Name		Date	

Plan reviewed by (manager)			
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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## Participant register

Event organiser \_\_\_\_\_ Event name \_\_\_\_\_ County/City \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

- ✓ I will act in accordance with the task briefing and all instructions given on the activity and will notify the event organiser of any concerns throughout the event.
- ✓ I have no known medical conditions that would prevent me from participating safely

**If you are over 16 years, please leave your email address and tick if you would like to be contacted about future Sustrans events and/or to receive the monthly Sustrans enewsletter which includes updates about our work, events, products or ways you could support our fundraising activities.**

Name	Mobile number	Emergency contact (name & number)	Email	Future Sustrans events		Sustrans monthly enewsletter
				Email	Phone	
Eg. <i>Joe Bloggs</i>	<i>07555 525252</i>	<i>Luke – 01284 555555</i>	<i>Joeyb@rebelbase.com</i>	✓	✓	✓
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Name	Mobile number	Emergency contact (name & number)	Email	Future Sustrans events		Sustrans monthly newsletter
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Sustrans is committed to protecting your privacy and we work in full compliance with Data Protection legislation. We will only share your personal data when you provide us with your explicit consent to do so, or when legally required. However we may share your details with carefully selected third party suppliers (data processors) working on our behalf. Our [Data Protection and Privacy Policy](#) explains your rights, who has access to your data and how we safeguard your personal data.

Sustrans does not seek to exclude or limit its liability for any death or personal injury directly resulting from its own negligence in the activity/event. With the exception of Sustrans’ own negligence, Sustrans is not responsible for any death, injury or any loss or damage to any property or to any person or consequential losses resulting from my participation in the activity/event. I take full responsibility for any such injury,

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loss or damage to any property or to any person or any consequential losses arising from my own or my Dependant's actions during the activity/event

### Event review

Record here any lessons learnt at this event, good and bad, that might benefit how similar events are run in the future; locally and nationally. For example, these might include organisational arrangements, event publicity or H&S related matters that wouldn't require an incident investigation report.

What happened?	What did you do at the time to address it?	What might you do differently in future?

### Plan reviewed by (manager)

The lessons learnt have been shared with the relevant members of the project team and where applicable, with the relevant National Project Co-

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ordinators and other central support teams.			
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,  $Ri = Pr \times Se$ .

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.

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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