

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

RA25 Events – Active Travel Breakfast



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.**

On the day of the event, use the tick boxes in this plan to check that all of your controls are in place and still appropriate and effective.

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	Active Travel Breakfast	Event activity reference	
Event location		Event date	Various
Sustrans H&S references	H&S/STD/04: First Aid H&S/STD/08: Organising Events H&S/STD/17: Driving and use of vehicles at work H&S/PRO/02: Risk assessment and management	Additional references	

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

Sustrans out of hours emergency telephone number: 08448 480226

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

Any event organised and managed by Sustrans staff, in a static area where facilities and arrangements are set up on a temporary basis and removed at the end of the event. This may include –

- Outdoor or indoor locations
- Displays and demonstrations
- Entertainment and presentations
- Catering
- Other organisations' activities and stands
- Management of contractors or subcontractors to provide facilities or services

Many of the hazards and controls identified are also applicable where Sustrans is present at an event organised by others who will be responsible for overall Health & Safety management. It is important that responsibilities are clearly defined in advance to ensure Sustrans staff know what they are required to do.

Excludes bike rides, walks or other mobile activities. For very large / complex events, consider using external event management professionals.

Events (RA25) Copies of this document may not be current and you should check before further use.	Page:	2 of 11
	Issue level:	5
	Issue date:	11/05/15
	Date printed:	12/09/19

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

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
Slips and trips at the same level	All teachers, volunteers and parents At risk of: Minor injuries and sprains (but with a potential for broken limbs and concussion)	<input type="checkbox"/> See “Office” risk assessment (Ref: RA01) <input type="checkbox"/> Appoint Workshop Health & Safety Coordinator to ensure that ‘Good Housekeeping’ requirements are followed (this may or may not be the same person as the Office Health & Safety Coordinator, depending on local circumstances). <input type="checkbox"/> Keep the work area clear and clean <input type="checkbox"/> ‘Good Housekeeping’ requirements included in volunteer briefing/induction <input type="checkbox"/> Proper storage to be implemented for bikes, parts and tools <input type="checkbox"/> Consider non-slip floor matting if workshop floor is likely to get wet in bad weather	1		IBO and teachers	On Day
Terrain	Pupils, teachers, I Bike officers At risk of: Minor – twisted ankles, cuts, grazes & bruises. Major – broken limbs	Indoor events: <input type="checkbox"/> Avoid creating wet or slippery surfaces if possible and clean/dry them where possible. Use warning notices	1	Have mat under bike to catch any drips or leaked smoothie	IBO and teachers	On Day
Bringing bikes between school gates and storage area	Pupils, teachers, I Bike officers At risk of: Cuts bruises	<input type="checkbox"/> Ask pupils to wheel bikes in orderly way and to dismount from bikes	2		IBO and teacher at start and end of session	On Day
Eating Preparing storing and clearing breakfast foods	Pupils, teachers, I Bike officers At risk of: <ul style="list-style-type: none"> • Allergic reactions including rashes, 	<input type="checkbox"/> Teachers and pupils asked to inform I Bike officer of any severe allergies <input type="checkbox"/> No foods containing nuts to be used <input type="checkbox"/> First aider to be present at all times	4	Food being purchased will have minimum preparation time and require minimal handling Anyone with allergies will have appropriate	IBO and teacher to manage food contents and ask about	On Day

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

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
	breathing difficulties and anaphylaxis <ul style="list-style-type: none"> • Choking • Food poisoning • Cuts • Trips and falls 	<input type="checkbox"/> Food to be consumed in designated supervised area <input type="checkbox"/> Food to be stored at appropriate temperatures and in suitable containers <input type="checkbox"/> Food to be stored in a safe place if not being served, without blocking walkways <input type="checkbox"/> Only teachers and I Bike officers to prepare food <input type="checkbox"/> Food to be prepared within food hygiene regulations (using gloves if necessary) <input type="checkbox"/> Food dropped on floor to be cleared immediately		medication available Making sure suitable hand washing facilities are available at all times Hand gel to be available for pupils to use before eating Paper towels and mop to be on hand for any spillages	potential problems. Pupils to inform adults about known allergies	
Poor site hygiene	Pupils, teachers & I Bike Officers At risk of: Illness and infection	<input type="checkbox"/> Ensure a sufficient supply of drinking quality water preferably by mains supply or by tank or bottled supplies. Include arrangements for restocking or refilling <input type="checkbox"/> Ensure sufficient toilet and washing facilities are available for expected numbers of people. <input type="checkbox"/> Have arrangements for regular checks and re-stocking of facilities and ensure that there is a sufficient supply of consumables available <input type="checkbox"/> Ensure that there are sufficient hygiene arrangements in place including for handwashing, for all food / drink preparation activities and that everyone involved in the preparation or provision of food and drink has been instructed on good hygiene practice. <input type="checkbox"/> All staff to be briefed on good hygiene practice.	1		IBO and teacher	On Day

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

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

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

Event staff		
Name	Role	Contact telephone number

Plan completed by			
Name	Ashley Armstrong	Date	28/08/18

Plan approved by (manager/staff supervisor)			
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	Thomas McLaren	Date	28/08/18

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

Participant register (optional)

Event:				Date:
	Name I have no known medical conditions that would prevent me from participating safely	Email for future contact (optional)	Mobile number	Emergency contact - name and number
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				

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

15				
----	--	--	--	--

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/staff supervisor)

The lessons learnt have been shared with the relevant members of the project team and where applicable, with the relevant National Project Coordinators and other central support teams.

Events (RA25) Copies of this document may not be current and you should check before further use.	Page:	8 of 11
	Issue level:	5
	Issue date:	11/05/15
	Date printed:	12/09/19

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

Name		Date	
------	--	------	--

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

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
------------	----------	----------	--------------

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.

Events (RA25) Copies of this document may not be current and you should check before further use.	Page:	10 of 11
	Issue level:	5
	Issue date:	11/05/15
	Date printed:	12/09/19

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

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.

Events (RA25) Copies of this document may not be current and you should check before further use.	Page:	11 of 11
	Issue level:	5
	Issue date:	11/05/15
	Date printed:	12/09/19