

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

RA38 Static Bike Events



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/02: Sustrans bike standard H&S/STD/08: Organising events H&S/STD/18: Food standard H&S/PRO/02: Risk assessment and mgmt.	Additional references	

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

- Smoothie Bike - Use of a pedal driven blender to make smoothie drinks.
- Paint Spinner - Use of pedal driven spinner to create spun paint pictures.
- Bike Generator - Use of a pedalled static bike to generate an electrical charge to power electrical equipment.
- Roller Racing/Velodrome Experience - Use of a static bike(s) on rollers and pedalled by participant to simulate time trial / racing etc.

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
Static Bike – Installation and set-up	Staff, users and onlookers At risk of: Bruising, fractures, musculoskeletal injuries, slips, trips and falls, electric shock, sun burn	<input type="checkbox"/> Ensure a firm, level surface is available at the chosen location <input type="checkbox"/> Make sure that there is protection from the elements for staff, volunteers and participants <input type="checkbox"/> Competent staff with previous experience or staff under supervision of experienced staff only to set up the equipment in use <input type="checkbox"/> Ensure that the equipment in use has been serviced and maintained in accordance with the manufacturer’s guidance <input type="checkbox"/> Assemble and use in accordance with the manufacturer’s guidance (Where applicable, please also ensure that you have referred to the Central Events Team’s series of laminated guides and the relevant information contained in RA 25 (Events). <input type="checkbox"/> Make sure that the bike is stable <input type="checkbox"/> Consider the need for additional stabilisation measures such as gaffer tape, tying, clamping, weights, sand bags etc. <input type="checkbox"/> Ensure that area is clear of participants when setting up and taking down the equipment <input type="checkbox"/> Follow manual handling good practice – consider the use of trollies or 2 people to lift and move items if necessary <input type="checkbox"/> If more than one bike is to be used, allow sufficient space between each one for participants to use and mount/dismount safely <input type="checkbox"/> If it is essential that the bike is accessed from a specific direction, ensure that this is established by the use of barriers/ropes and staff to supervise <input type="checkbox"/> Use appropriate signage to areas where access to participants is prohibited <input type="checkbox"/> Consider the use of “step-up” for smaller / less	2			

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		mobile participants <input type="checkbox"/> If using an “A” Board, make sure that it is secured and clearly visible				
Static Bike – In use	Staff, users and onlookers At risk of: Cuts, bruising and fractures, distress, exposure to elements	<input type="checkbox"/> Maintenance regime in place for bike, stand and drive mechanisms. <input type="checkbox"/> Member of staff to be nominated to constantly monitor the generator and participants whilst in use <input type="checkbox"/> Set up and checking process to ensure all functioning safely and efficiently before use. If fixed handlebars in use – ensure they are heavy duty and that they are regularly monitored for signs of fatigue by a competent person <input type="checkbox"/> Consider the range of participants’ height and provide a suitable range of frames/wheel sizes or step through frame <input type="checkbox"/> Instructor/staff member to check all is functioning correctly before other riders use the bike. <input type="checkbox"/> Ensure users are briefed and supervised and the bike is adjusted for their size and reach <input type="checkbox"/> Manage users and onlookers to provide space for safe pedalling <input type="checkbox"/> Users briefed to roll up their right trouser leg to avoid catching in the chain, and secure any loose clothing such as skirts / scarves etc. to avoid catching in moving parts <input type="checkbox"/> If participants are inexperienced cyclists, when getting on to the bike, instruct them not to put all of their weight on to one side of it but to swing their leg over the bike or carefully step through if possible. <input type="checkbox"/> Do not allow participants to stand up when	2			

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		<p>pedalling</p> <ul style="list-style-type: none"> <input type="checkbox"/> Instruct participants not to rock from side to side when pedalling – keep a good straight posture as per Velodrome cyclists <input type="checkbox"/> Ensure that the emergency procedure is in place and first aid provision is available <input type="checkbox"/> Check participants a few minutes after any extreme exertion to ensure that they are not suffering from any ill effects <input type="checkbox"/> If necessary, ensure that sun cream is used and gazebo type shelter is provided <input type="checkbox"/> Ensure that participants do not use the static bike for too long and use it in an appropriate gear and at a steady pace <input type="checkbox"/> Ensure that there is sufficient ventilation in the area <input type="checkbox"/> Ensure that staff advise participants to drink a sufficient amount of water and that supplies are readily available. <input type="checkbox"/> Ensure that staff are able to take regular breaks and have access to food and drink <p>Roller Racing:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Use pedal toe clips to prevent feet slipping off the pedals <input type="checkbox"/> Arrange short duration races when Roller Racing <p><i>Roller Racing – “notice advising participants of physical nature of event and recommendation that those who are pregnant or suffer from pre-existing conditions do not take part.” (From Rollapaluza Risk Assessment)</i></p>				
Bike	Staff, Event participants	<ul style="list-style-type: none"> <input type="checkbox"/> Ensure that the Bicycle Generator User Guide and 				

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Generator & Electrical Equipment	At risk of: Bruising, fractures, musculoskeletal injuries, slips, trips and falls, electric shock,	<p>Manual is available; that the bike is securely attached to the generator and that all operating instructions are adhered to</p> <ul style="list-style-type: none"> <input type="checkbox"/> Highlight the position of the power station by using hazard tape to ensure that it is clearly identified. <input type="checkbox"/> If decks and PA are in use, ensure that they are secured and participants are prevented from accessing the area by use of barriers / tape etc <input type="checkbox"/> Users are briefed in pre-use electrical safety checks (refer to Toolbox Talk 34 – Electrical equipment user checks) <input type="checkbox"/> User electrical safety checks carried out before use <input type="checkbox"/> Ensure PAT testing is carried out at appropriate intervals (at least annually) for all relevant equipment i.e. if sound system, PC, decks, PA etc. <input type="checkbox"/> Trailing cables to be routed or covered to prevent trip hazards. Low voltage cables that run between the generator and power station can be covered by tape, tracking, carpet or carpet tiles etc. <p>NB: some power units (power stations) can convert the low voltage output from multiple generators into 240v AC. 240v cable must be routed to avoid being walked over or protected with tracking. They must not be covered with carpet or other materials that can lead to overheating or result in damage as a result of footfall.</p> <ul style="list-style-type: none"> <input type="checkbox"/> All 240v AC supplies to be protected with RCDs. <input type="checkbox"/> Do not allow the music to be played too loudly (you should be able to hold a conversation 1 metre away from the person you are speaking to without raising your voice) <input type="checkbox"/> Clean up any broken glass immediately preventing participants access to the affected area and dispose of glass safely 	2			

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Smoothie Bike	Staff, Event participants At risk of: Severe cuts, infection, flying contents of blender, food poisoning, illness, allergic reaction, slips trips and falls	<input type="checkbox"/> Limit people who insert ingredients, serve smoothies and clean the blender to those briefed and confident in its use. <input type="checkbox"/> Ensure appropriate food hygiene training and certification in place for people and premises concerned <input type="checkbox"/> Ensure that only adults or children under direct supervision of responsible adults clean the blender or are potentially exposed to its blades. Supervise people especially children when inserting ingredients <input type="checkbox"/> Make sure the lid is secure when blades are in use <input type="checkbox"/> Do not mount the bike until the lid of the blender is on and secure <input type="checkbox"/> Minimise use of knives - consider using pre-prepared ingredients that can be put in whole without the need to cut them up <input type="checkbox"/> Limit use of sharp metal knives to adults or children under the direct supervision of responsible adults <input type="checkbox"/> Provide peelers and chopping boards which are easy and safe to use <input type="checkbox"/> Check first aid provision <input type="checkbox"/> Make sure ingredients are fresh and undamaged and within dates on packaging where present <input type="checkbox"/> Make sure that ingredients are transported and stored at correct temperatures and refrigeration where needed is effective. <input type="checkbox"/> All fruit to be washed prior to use or use tinned fruit <input type="checkbox"/> Ensure hand washing facilities or anti-bacterial wipes / hand gel are available for all handling food ingredients or provide non latex gloves <input type="checkbox"/> Supervise activities to maintain cleanliness at all	3			

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		<p>times</p> <ul style="list-style-type: none"> <input type="checkbox"/> Where possible, assign individual roles to ensure segregation of food preparation and bike handling <input type="checkbox"/> Ensure appropriate food hygiene procedures are in place <input type="checkbox"/> Use disposable cutlery and crockery or make sure items are clean / washed before and after use. <input type="checkbox"/> Make sure all other items used for food storage, transport or preparation is clean before use and washed after use. <input type="checkbox"/> Make sure staff and volunteers are clear about ingredients and potential cross contamination from common allergens such as nuts, peanuts, citrus fruits, milk etc. <input type="checkbox"/> All contained events where children are present (e.g. EYP schools activities where members of the public are excluded) are to be NUT FREE. <input type="checkbox"/> At open public events where adults and children could be present, have ingredient list / packaging available. <input type="checkbox"/> Ensure host organisation or location has arrangements in place for attendees with known allergies or health needs and seek briefing for staff etc. <input type="checkbox"/> Consider putting the blender on the Smoothie bike after participant has got on the bike and take it off before they get off to avoid them kicking the blender as they get on/off <input type="checkbox"/> Cleaning up spills as they occur <input type="checkbox"/> Limit access where necessary to slippery areas <input type="checkbox"/> Constant monitoring of area by staff 				

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Paint spinner	Staff, Event participants At risk of: Harm from hazardous substances (paint)	<input type="checkbox"/> Only non-hazardous water based paint to be used	1			

(Optional) List any supporting documents, photographs, plans etc. attached to this report:

Plan completed by			
Name		Date	

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		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 newsletter 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 newsletter
				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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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

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.

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.

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(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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