

RISK ASSESSMENT (GENERIC)	Ref No.	26
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Risk assessment name:	Organising and managing a led bike ride		
Assessors:	<u>Internal:</u> Karen Mawhinney <u>Assessment reviewed by:</u> Dave Sparrow Wayne Brewin Tim Egan Chris Bennett Katie Aartse-Tuyn	<u>External:</u> N/A	
References:	RA03 Riding a bike at work H&S/STD/02 Sustrans Bike Standard H&S/STD/03 Riding a Bike at Work Standard		
Date issued:	16 April 2020	Planned review date:	31 March 2022
Approved by:		Name and position:	Dave Sparrow H&S Manager

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

Any bike ride organised by Sustrans staff or volunteers.

The defining characteristics of a Sustrans led ride are that:

- they involve more than three attendees; and
- there is an explicit expectation of leadership, by Sustrans staff or volunteers, in the planning and the delivery of the ride

Explicit expectation of leadership means that participants on the ride are expecting to be led, and are relying on the Sustrans member of staff or volunteer to plan the route, stopping points, timings and emergency arrangements etc.

Anyone planning and/or delivering or supporting a Sustrans “led ride” as defined in [H&S/STD/06 \(Organising and managing a led bike ride\)](#) must hold a formal training qualification approved by Sustrans to a level appropriate to their role.

Note that a template '[Led ride risk assessment and plan](#)' is available on Susnet. A version adapted for use by volunteers is available on the Volunteernet.

Risk quantification model: (See over for an explanation)

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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GUIDANCE ONLY – ENSURE THAT LOCAL AUTHORITY RISK ASSESSMENT REQUIREMENTS MET

Risk Assessment (Generic): Organising and leading a bike ride

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 risk 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.

B. Legal references:

B.1

The following, non-exhaustive, table lists the principal Health & Safety regulations that apply to the business and its work activities. Where a regulation has an approved code of practice or other legal guidance published by the Health and Safety Executive (HSE), its reference number is shown in the last column. In practice, many Health & Safety issues will be covered by more than one specific legal requirement and, as appropriate, only the most relevant legal references are given in the risk assessment record. For example: The use of an electric angle-grinder will be subject to 'EAW' in relation to any electrical hazards; 'PUWER' in relation to any general hazards; and to 'CNAW' and 'CVAW' in relation to any noise and/or vibration hazards.

Ref	Health & Safety legislation	Abbreviation	ACOP and/or other HSE guidance
1	Health and Safety at Work etc Act 1974	HSW	
2	Management of Health and Safety at Work Regulations 1999	MHSWR	L21
3	Confined Spaces Regulations 1997	CSR	L101
4	Construction (Design and Management) Regulations 2015	CDM	L144
5	Control of Asbestos Regulations 2012	CAR	L127, L143
6	Control of Noise at Work Regulations 2005	CNAW	L108
7	Control of Substances Hazardous to Health Regulations 2002	COSHH	L5, L8, L55
8	Control of Vibration at Work Regulations 2007	CVAW	L140, L141
9	Dangerous Substances and Explosive Atmospheres Regulations 2002	DSEAR	L138
10	Electricity at Work Regulations 1989	EAW	HS(R)25
11	Health and Safety (Display Screen Equipment) Regulations 1992	DSE	L26
12	Gas Safety (Installation and Use) Regulations 1998	GS&U	L56
13	Lifting Operations and Lifting Equipment Regulations 1998	LOLER	L113
14	Manual Handling Operations Regulations 1992	MHO	L23
15	Personal Protective Equipment Regulations 1992	PPE	L25
16	Pressure Systems Safety Regulations 2000	PSSR	L122
17	Provision and Use of Work Equipment Regulations 1998	PUWER	L22, L114
18	Work at Height Regulations 2007	WAH	
19	Workplace (Health, Safety and Welfare) Regulations 1992	WHSW	L24
20	Regulatory Reform (Fire Safety) Order 2005	RRFSO	
21	Health and Safety (First-Aid) Regulations 1981	FAR	L74

C. Persons exposed:

C.1

The following, non-exhaustive, table lists the categories of persons liable to be exposed to hazards and should be considered when conducting risk assessments.

Title:	1. Employee	2. Contractor	3. Other	4. Team	5. Public	6. All
Description:	Anyone employee of Sustrans.	Any contractor working for or on behalf of Sustrans.	Any other person at work but not covered by 1 or 2.	Categories 1 to 3 combined, such as event or project team.	Anyone present but not listed in categories 1 to 3.	Categories 1 to 5 combined.

People

Hazard:		Fall/Collisions		Hazard Ref:		26-01	
Persons exposed to the hazard	Participants			Legal references	MHSWR		
Potential injuries, damage, etc.	Minor – cuts grazes bumps sprains shock. Major, Serious trauma						
Part 1: Activities giving rise to Health & Safety risks							
Fall following loss of control	Due to condition of route, rider ability and suitability of the bike for the intended route etc.						
Collision	With another rider, motor vehicle or member of public.						
Fall into body of water	Riding on or near rivers, canals, etc. Crossing streams, etc. when off road.						
Fall due to loss of stability	Riding on or near edges, steep slopes, embankments, etc.						
Part 2: Control measures to be implemented							
Route assessed	Conditions, terrain, dangerous roads and crossings identified and riders made aware of these as necessary.						
Ride discipline	<p>Keep speed low where necessary, and distances between riders kept to an acceptable level.</p> <p>Children shepherded by outriders.</p> <p>Ride leaders will instruct when to ride in single or double file depending on route conditions / layout and prevailing traffic.</p>						
Safety briefing at start of ride	<p>All riders to be made aware of hazards of route and how to approach these.</p> <p>Before setting off practice snaking in a traffic free area and braking gently using both brakes. If Ride Manager feels that any rider is not suitable for the intended ride then that rider must not be taken with that group on that day but should offered alternatives.</p>						
PPE	Children not accompanied by parents must always wear helmets and hi-visibility clothing unless written consent for them not to, is obtained from the parent or other organisation (school / youth club etc.) that is acting in loco parentis.						
Monitoring	Monitor and review the planned route at all times and, where necessary, adjust route or implement other controls, such as walking round road works, etc.						
Training	All rides must have the correct ratio of Ride staff to participants in adherence with H&S/STD/06 (Organising and managing a led bike ride)						
COSHH sheets (MSDSs) required for any hazardous substances:						Not applicable.	
Part 3: Residual risk with the above control measures in place							
Probability	1		Severity	2		Risk	2

Hazard:		Lost riders	Hazard Ref:	26-02	
Persons exposed to the hazard	Participants		Legal references	MHSWR	
Potential injuries, damage, etc.	Exposure, dehydration, exhaustion, anxiety				
Part 1: Activities giving rise to Health & Safety risks					
Lost rider	Riders getting lost by going on ahead or being left behind or following incorrect route.				
Part 2: Control measures to be implemented					
Ride Leader	Ride at a pace suitable for all participants and to keep the group together. Ensure ride leader is identified to all participants before the start of the ride.				
Ride Manager	Ensure Ride Manager is identified to all participants. Ensure ride assistant, when present, or Ride Manager never allows a participant behind them.				
Planning	Consider type of ride, type of bikes and ability of riders expected on the ride. Share the risk assessment with the Ride Staff before the ride and clear communications with riders before the start of the ride.				
Communication plan	Ride team to be informed of agreed stopping points and agreed actions if the group becomes split.				
Headcounts	Adopt a suitable system for checking numbers of participants along the route.				
Maps	Provide maps of route for each participant where appropriate				
Communication	Encourage participants to carry a mobile phone and ensure Ride Manager's number is given to participants.				
COSHH sheets (MSDSs) required for any hazardous substances:	Not applicable				
Part 3: Residual risk with the above control measures in place					
Probability	1	Severity	1	Risk	1

Hazard: Poor health & fitness		Hazard Ref: 26-03	
Persons exposed to the hazard	Participants	Legal references	MHSWR
Potential injuries, damage, etc.	Onset of acute conditions, tiredness or exacerbation of pre-existing chronic condition.		
Part 1: Activities giving rise to Health & Safety risks			
Medical condition	Existing medical conditions aggravated by physical exertion of the ride		
Limited fitness, Tiredness	Exhaustion and increased likelihood of accident		
Additional needs of the individuals	May lead to difficulties and increase the likelihood of accident		
Part 2: Control measures to be implemented			
Request information	Participants should declare any medical conditions to the ride leader in advance. Riders with acute conditions may need to provide information in case they require assistance on the ride. Additional needs should be known in advance to allow adequate preparation to ensure a safe ride for all abilities		
Provide information	Inform riders in advance of length and difficulty of ride		
Medication	Inform participants they are responsible for any necessary medication they require		
Monitoring	Monitor wellbeing of participants throughout the ride and set speed of ride to accommodate participants' needs/capabilities. If riders become overtired allow rest period and use dynamic risk assessment to decide if a shortened route is required.		
COSHH sheets (MSDSs) required for any hazardous substances:	Not applicable		
Part 3: Residual risk with the above control measures in place			
Probability	1	Severity	2
		Risk	2

Hazard:		Assault or Harassment		Hazard Ref:		26-04	
Persons exposed to the hazard	Participants	Legal references	MHSWR				
Potential injuries, damage, etc.	Minor (verbal abuse) to Major - serious physical injury or trauma, longer term effects on health or psychological wellbeing.						
Part 1: Activities giving rise to Health & Safety risks							
Ride activities	Members of the public not showing respect / anti-social attitudes, targeting ride participants						
Isolation	Ride members segregated from the group						
Part 2: Control measures to be implemented							
Planning	<p>Plan routes to avoid areas considered to be high risk. (Note: Potential 'high risk' areas can be identified from a variety of information sources, such as from local knowledge of staff, local press reports, contact with the Police, school head teachers, community leaders etc.)</p> <p>Plan rides to take place during daylight times - avoid dusk / evening periods if passing through "high risk" areas.</p> <p>Ensure mobile phone available and working.</p>						
Avoidance	<p>Gather the group and lead / direct them away from the situation, if concerned, as soon as possible.</p> <p>Avoid conflict building up.</p>						
Briefing and Awareness	<p>Ride Manager to brief all staff and other riders on measures to be taken to prevent fragmentation of the group and rider isolation.</p> <p>Ride Manager to brief all staff and other riders on the steps to be taken in the event of encountering challenging behaviour.</p> <p>Managers to consider the need for "Managing Challenging Behaviour" training for ride leaders.</p>						
Health and Wellbeing	Support and where necessary counselling provided where physical or psychological harm may have resulted at work.						
COSHH sheets (MSDSs) required for any hazardous substances:		Not applicable					
Part 3: Residual risk with the above control measures in place							
Probability	1	Severity	2	Risk	2		

Environment

Hazard:	Route	Hazard Ref:	26-05		
Persons exposed to the hazard	Participants	Legal references	MHSWR		
Potential injuries, damage, etc.	Minor – cuts, grazes etc. Major, fractures, trauma etc.				
Part 1: Activities giving rise to Health & Safety risks					
Obstacles	Bollards, overhanging vegetation, dog faeces, broken glass, etc.				
Surface	Gravel, rough, muddy, rocky, slippery (especially during cold or adverse weather conditions, such as heavy rain).				
Gradient	Uphill and downhill				
Crossings and junctions	Busy roads, fast roads, blind corners, level crossings, tram lines, streams etc.				
Road works	Passage through road works may split groups and other additional hazards, such as loose materials, construction plant, excavations, etc.				
Rider ability	Lack of fitness or skill				
Part 2: Control measures to be implemented					
Route assessment	Ride the route beforehand and identify problem areas, and record details on a map for reference. Undertake a specific route and participant risk assessment utilising the Led ride risk assessment and plan				
Briefing	Brief Staff in advance and inform participants of dangers before setting off.				
Ride measures	Clear vegetation, broken glass and other hazards which can be easily removed. Implement safety measures for busy roads & junctions and other hazards.				
Monitoring	Monitor and review the planned route at all times and, where necessary, adjust route or implement other controls, such as walking round road works, etc. Monitor riders throughout and be prepared to change the proposed route or if necessary.				
COSHH sheets (MSDSs) required for any hazardous substances:	Not applicable				
Part 3: Residual risk with the above control measures in place					
Probability	1	Severity	2	Risk	2

Hazard: Unprotected Railway crossings		Hazard Ref: 26-06	
Persons exposed to the hazard	Participants and ride staff	Legal references	MHSWR
Potential injuries, damage, etc.	Minor – cuts grazes bumps sprains shock. Major - serious trauma, fatality		
Part 1: Activities giving rise to Health & Safety risks			
Collision	With train, another rider, or member of public on approach or when crossing.		
Fall due to loss of stability	Riding on uneven surface and metals rails which may be slippery canals, etc.		
Part 2: Control measures to be implemented			
Route assessed	<p>Unprotected railway crossings should be avoided where possible.</p> <p>Unprotected crossings are banned for school or all children groups.</p> <p>Specific risk assessment and plan should include a timeline for the ride and a description of the type of rail line (passenger/ freight) and of the services that are scheduled to pass the crossing during the period of the led ride.</p> <p>Note that NOT ALL TRAINS WILL BE TIMETABLED.</p> <p>Consult with Walking and Cycling Technical Lead when planning rides with level crossings.</p> <p>Risk assessment approval required form Grade H or above if an unprotected crossing cannot be reasonably avoided.</p>		
Ride discipline	<p>Keep speed low, and distances between riders kept to a minimum of 1 bike length apart. It may be necessary to walk across the line.</p> <p>Children shepherded 1:1 by responsible adult.</p> <p>Crossing must not start until all ride staff are in position.</p> <p>Installed crossing safety systems must be adhered to.</p>		
Safety briefing at start of ride	<p><i>Ensure that the ride leader(s) are aware of trains on a planned route. All riders to be made aware of hazards of route and how to approach these.</i></p> <p>A printed briefing note to be given to all Ride Staff in advance detailing the crossing procedure.</p>		
Training	All Ride staff must have completed Suslearn module relating to these crossings before the event.		
COSHH sheets (MSDSs) required for any hazardous substances:			Not applicable.
Part 3: Residual risk with the above control measures in place			
Probability	1	Severity	3
		Risk	3

Hazard:		Sharing a route with other users	Hazard Ref:	26-07	
Persons exposed to the hazard	Participants, horse riders, anglers, pedestrians	Legal references	MHSWR		
Potential injuries, damage, etc	Minor – cuts grazes bumps sprains shock. Major, Serious trauma				
Part 1: Activities giving rise to Health & Safety risks					
Horse riders	Causing horses to stampede or buck due to excess speed or flags on bikes				
Anglers	Caught by hooks when casting, or running over equipment or lines				
Pedestrians/Runners	Colliding with pedestrians/runners				
Motor vehicles	Colliding with moving and/or stationary vehicles or skips in the road/route.				
Part 2: Control measures to be implemented					
Horses	Stop the ride to enable horses to pass freely				
Anglers	Advance to licensing authority leading to negotiations				
Pedestrians/runners	Give pedestrians priority and keep speed down				
Motor vehicles	<p>Plan route to avoid high traffic levels.</p> <p>Ensure good management of ride and supervision of riders.</p> <p>Where necessary, implement short-term controls if traffic levels are excessive and cause additional risks.</p> <p>Be prepared to take the decision to abandon the prepared route if the traffic is too heavy and use an alternative route.</p> <p>Ride in double line on trafficked routes to discourage drivers squeezing past or cutting in.</p> <p>Snaking the group and junction management in accordance with ‘Ride manager training attendee technical handbook’</p>				
Group Size	Make two or more smaller groups if necessary with visible front and back markers.				
COSHH sheets (MSDSs) required for any hazardous substances:	Not applicable				
Part 3: Residual risk with the above control measures in place					
Probability	1	Severity	1	Risk	1

Hazard: Adverse Weather & Climate		Hazard Ref: 26-08	
Persons exposed to the hazard	Participants	Legal references	MHSWR
Potential injuries, damage, etc	Exposure, dehydration, hypothermia, sunburn etc...		
Part 1: Activities giving rise to Health & Safety risks			
Heat	Exposure, dehydration, sunburn		
Cold	Exposure, hypothermia		
Wet	Cause dangerous cycling conditions – inefficient brakes, slips, poor visibility		
Wind	Exhaustion, windchill		
Part 2: Control measures to be implemented			
Clothing	Suitable clothing (waterproof coats etc...) must be worn by participants. If the Ride Manager feels that they are underprepared then participants must be advised that they cannot take part.		
Provide supplies	Ensure participants have adequate sunscreen and water		
Shade/Shelter	Provide adequate rest stops and monitor group. Monitor wellbeing of the participants and be prepared to make dynamic risk assessment to shorten ride if necessary.		
Alternative schedule	Contingency plan in place or cancel ride in extreme conditions, or offer alternative transport		
Weather forecast	Check forecast and prepare in accordance		
COSHH sheets (MSDSs) required for any hazardous substances:	Not applicable		
Part 3: Residual risk with the above control measures in place			
Probability	1	Severity	2
		Risk	2

Hazard:		Riding in the dark	Hazard Ref:		26-09
Persons exposed to the hazard	Participants		Legal references	MHSWR	
Potential injuries, damage, etc	Minor, major				
Part 1: Activities giving rise to Health & Safety risks					
Scheduling running late	Resulting in riders riding in the dark being unprepared				
Planned rides in darkness	Increased risk of falls/collisions				
Part 2: Control measures to be implemented					
PPE	Ensure riders have hi-visibility and reflective clothing (and recommend a helmet)				
Lights	Advise participants to bring lights (see Highway Code) and check lights and reflectors before setting off				
Planning	Avoid riding in darkness where possible				
	Use lit routes/roads where possible				
	Consider the route for riding in the dark as hazards become more significant than in daylight.				
Communication	Ensure participants are informed of hazards which are harder to spot in poor light.				
COSHH sheets (MSDSs) required for any hazardous substances:			Not applicable		
Part 3: Residual risk with the above control measures in place					
Probability	1	Severity	2	Risk	2

Equipment

Hazard: Unsuitable and un-roadworthy bikes & equipment		Hazard Ref: 26-10	
Persons exposed to the hazard	Participants	Legal references	MHSWR
Potential injuries, damage, etc.	Minor – cuts, grazes etc. Major – fractures, trauma etc.		
Part 1: Activities giving rise to Health & Safety risks			
Unsafe bike	This could result in crash or fall		
Poorly adjusted/suited cycle	Any or a combination of these could lead to strains/soreness to knees/ankles/back etc.		
Unsuitable bike	Choosing the wrong type of bike for the location, environment or rider could significantly increase the risk of an accident either through loss of control or through rider fatigue.		
Loose clothing	Loose clothing could get caught in moving parts of the bike.		
Inappropriate clothing for weather conditions	Choosing the wrong clothing for the weather conditions could lead to overheating, hypothermia or sunburn		
Part 2: Control measures to be implemented			
Tell participants in advance	Tell parents of children or adults participating in rides that bikes must be roadworthy and safe and suitable for the type of ride being carried out.		
Pre ride bike checks	Consider sending out ‘M-check’ and guidance on correct positioning to participants. All bikes must be checked using the ‘M check’ procedure by a member of the Ride Staff before setting off.		
Bikes checked	Ride leader to check safety & set-up of bikes before departure. Where adequate immediate action cannot be taken, a rider/bike must be excluded from the event. Consider having a spare bike in support van.		
Adults bikes	Riders must be responsible for the roadworthiness of their own cycles. However, the Ride Manager should point out defects and advise on a remedy where they think appropriate. In extreme cases a rider/bike must be excluded from the event. Similarly, where a Ride Manager considers that a particular bike is of an unsuitable type for the intended use, then the ride leader must exclude it from the ride. Consider having a spare bike in support van, if appropriate. Refer to the ‘M check’ in appendix 1 of H&S/STD/03 (Riding a bike at work standard) .		
Clothing	Suitability and fit of clothing checked prior to and throughout the ride. Consider shoe lace locks or double knotting for children to prevent untying		
COSHH sheets (MSDSs) required for any hazardous substances:	Not applicable.		
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		Date printed:	07/05/2020

Hazard:	Unsuitable and un-roadworthy bikes & equipment			Hazard Ref:	26-10
Part 3: Residual risk with the above control measures in place					
Probability	1	Severity	2	Risk	2