

RISK ASSESSMENT (GENERIC)	Ref No.	33
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Risk assessment name:	Organising and managing a led bike Walk		
Assessors:	<u>Internal:</u> Dave Sparrow Wayne Brewin Tim Egan Chris Bennett Katie Aartse-Tuyn	<u>External:</u> N/A	
References:	H&S/STD/19 Led Walk 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 led walk organised by Sustrans staff or volunteers.

The defining characteristics of a Sustrans led walk 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 walk.

Explicit expectation of leadership means that participants on the walk 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 walk” as defined in [H&S/STD/19 \(Organising and leading a walk\)](#) must hold a formal training qualification approved by Sustrans to a level appropriate to their role.

Note that a template ‘**Led walk 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)

	Severity (Se) rating		
Probability (Pr) 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 ARE 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 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.

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:		Lost walkers	Hazard Ref:	33-01	
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 walker	Walkers getting lost by going on ahead or being left behind or following incorrect route.				
Part 2: Control measures to be implemented					
Walk leader	Walk at a pace suitable for all participants and to keep the group together. Ensure walk leader is identified to all participants before the start of the walk.				
Planning	Consider type of walk, and ability of participants expected on the walk. Share the risk assessment with the walk staff before the walk and ensure clear communications with participants before the start of the walk.				
Communication plan	Walk 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 walk leader'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:		33-02	
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 walk						
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 walk leader in advance. Walkers with acute conditions may need to provide information in case they require assistance on the walk.						
	Additional needs should be known in advance to allow adequate preparation to ensure a safe walk for all abilities						
Provide information	Inform participants in advance of length and difficulty of walk and the need to take on food and drink prior to and (for more demanding routes) during the walk.						
	In respect of school walks, check that the school has managed this.						
Medication	Inform participants they are responsible for any necessary medication they require						
Monitoring	Monitor wellbeing of participants throughout the walk and set speed of walk to accommodate participants' needs/capabilities.						
	If walkers 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: 33-03	
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			
Walk activities	Members of the public not showing respect / anti-social attitudes, targeting walk participants		
Isolation	Walk 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 walks 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>Walk Leader to brief all staff and other walkers on measures to be taken to prevent fragmentation of the group and walker isolation.</p> <p>Walk Leader to brief all staff and other walkers on the steps to be taken in the event of encountering challenging behaviour.</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:	33-04
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.		
Part 2: Control measures to be implemented			
Route assessment	Walk the route beforehand and identify problem areas, and record details on the specific risk assessment and plan for reference. Undertake a specific route and participant risk assessment utilising the Led walk risk assessment and plan		
Briefing	Brief Staff in advance and inform participants of significant hazards and how to approach them before setting off.		
Walk measures	Clear vegetation, broken glass and other hazards which can be easily removed. Implement safety measures for busy roads & junctions and other hazards. Children shepherded by out walkers. Distances between walkers kept to an acceptable level to maintain the group and facilitate easy communication.		
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.		
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:		Railway crossings		Hazard Ref:		33-05	
Persons exposed to the hazard	Participants and walk 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 participant, or member of public when crossing.						
Fall due to loss of stability	Tripping / slipping on uneven surface and metals rails etc.						
Part 2: Control measures to be implemented							
Route assessed	<p>Railway crossings should be avoided where possible.</p> <p>Railway crossings are banned for school or all children groups.</p> <p>Specific risk assessment and plan should include a timeline for the walk 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 walk.</p> <p>Note that NOT ALL TRAINS WILL BE TIMETABLED.</p> <p>Consult with Walking and Cycling Technical Lead when planning walks with level crossings.</p> <p>Risk assessment approval required form Grade H or above if an unprotected crossing cannot be reasonably avoided.</p>						
Walk discipline	<p>Keep speed low, and distances between Walkers 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 walk staff are in position.</p> <p>Installed crossing safety systems must be adhered to.</p>						
Safety briefing at start of Walk	<p>Ensure that the walk leader(s) are aware of trains on a planned route. All participants to be made aware of hazards of route and how to approach these.</p> <p>A printed briefing note to be given to all walk staff in advance detailing the crossing procedure.</p>						
Training	All walk staff must have completed Suslearn Level Crossing training module 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:	33-06	
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 and riders	Causing horses to stampede or buck due to loud noises and sudden actions				
Anglers	Caught by hooks when casting, or tripping over equipment or lines				
Pedestrians/Runners/cyclists	Colliding with cyclists / pedestrians / runners				
Part 2: Control measures to be implemented					
Horses	Stop the walk to enable horses to pass freely				
Anglers	Lead participants away from trip hazards				
Pedestrians/runners	Plan route to avoid high traffic levels				
Group Size	Make two or more smaller groups if necessary with visible front and back markers. Ensure good management of the walk and supervision of 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:		Adverse Weather & Climate		Hazard Ref:		33-07	
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 walk 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 walk if necessary.						
Alternative schedule	Contingency plan in place or cancel walk 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: Walking in the dark		Hazard Ref: 33-08	
Persons exposed to the hazard	Participants	Legal references	MHSWR
Potential injuries, damage, etc	Minor, major		
Part 1: Activities giving rise to Health & Safety risks			
Schedule running late	Resulting in Walkers riding in the dark being unprepared		
Planned Walks in darkness	Increased risk of falls/collisions		
Part 2: Control measures to be implemented			
Schedule running late	Check sunset times Plan walk to finish well in advance of sunset Schedule in additional time to allow for unforeseen delays.		
PPE	Ensure walkers have hi-visibility and reflective clothing		
Lights	Advise participants to bring lights (see Highway Code) and check lights and reflectors before setting off		
Planning	Avoid walking in darkness where possible Use lit routes where possible Consider the route for walking in the dark as hazards become more significant than in daylight. Avoid walking next to water courses		
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

Delivery

Hazard:		Poor walk management		Hazard Ref:		33-09	
Persons exposed to the hazard	Participants			Legal references	MHSWR		
Potential injuries, damage, etc.	Minor to Major - serious physical injury or trauma, longer term effects on health or psychological wellbeing						
Part 1: Activities giving rise to Health & Safety risks							
Planning	Unsuitable assessment of risk in advance						
Competence	Lack of skills and/or experience to safely lead the walk						
Delivery	Not adhering to the agreed plan and arrangements						
Part 2: Control measures to be implemented							
Planning	Specific walk risk assessment and plan approved by staff supervisor in advance Group ratios in accordance with requirements of H&S/STD/19 (Led Walks)						
Competence	Walk leaders to hold an approved walk leader qualification as defined in H&S/STD/19 (Led Walks)						
Delivery	Walk plan to be adhered to with no significant variations without formal review by Line Manager unless as a result of unforeseen/changing circumstances during the walk						
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