

TEMPLATE: Risk Assessment for Cycling Activities delivered from Community Cycling Hubs

Organiser/Deliverer risk assessment for cycling activity delivered from community cycling hubs

- Tudor Grange Park, Solihull, B91 3DN (near the cycle track).
- Shirley Park, Stratford Road, B90 3AL (behind Grenville Road, disused car park).
- Babbs Mill @ Pavilions Club, Meriden Drive, Kingshurst, B37 6BX.
- Elmdon Park, Elmdon Park Road, Solihull, B92 9EJ (car park by Elmdon Church).

Impact/severity	High	Amber	Amber	Red
	Med	Green	Amber	Amber
	Low	Green	Green	Green
		Low	Med	High
Likelihood				

General requirements:

- Type of session to be delivered: _____
- Name of Organiser and Session Deliverer (if different): _____
- Use the key above to assess risk level for each hazard, i.e. initial risk and net risk after control measures in place

Risk Assessor:

Reviewed:

Hazard/Risk Title	Risk Description / Hazardous Event	Persons at Risk	Initial Risk			Control measures: (existing controls/ precautions) Preventative & Protective Measures: (IP) = measures in place (TP) = measures to be put in place / date of completion	Net Risk			Owner
			Likelihood	Impact/Severity	Risk Level		Likelihood	Impact/Severity	Risk Level	
Hazards of route / at venue	Dynamic/ever changing environmental risks that might appear on cycle routes or at venues. For example: road works, fallen tree branches, parked cars on roads/paths, events, change to ground conditions, etc.	<i>e.g. session deliverer & participants</i>	<i>i.e. L, M or H</i>	<i>i.e. L, M or H</i>	<i>i.e. G A R</i>	<ul style="list-style-type: none"> • <i>E.g. (IP) Cycle leader/group organiser completes a pre-session risk assessment.</i> • <i>E.g. (IP) Cyclor leader/group organiser completes a dynamic risk assessment on day of session.</i> • <i>E.g. (IP) Cycle leader/group organiser explains risks to participants before start of sessions.</i> 	<i>i.e. L, M or H</i>	<i>i.e. L, M or H</i>	<i>i.e. G A R</i>	<i>e.g. name of risk assessor</i>
Inappropriate / unsafe session delivery by leader / organiser	Leader/organiser lacks appropriate training & qualifications to lead sessions safely.					<ul style="list-style-type: none"> • <i>E.g. (IP) Cycle leader/group organiser has recognised training / qualifications.</i> • <i>E.g. (IP) Cycle leader/group organiser/organisation has public liability insurance in place.</i> • <i>E.g. (IP) Cycle leader/group organiser has DBS & child safeguarding training. The session includes unaccompanied under 18s.</i> • <i>E.g. (IP) Session involves riding on public highways, cycle leader/group organiser to ensure participants are aware of the route, associated risks and are experienced enough to ride the route safely. Leader holds a qualification that covers on-road provision and is suitably experienced.</i> • <i>E.g. (IP) All participants are informed of the code of conduct.</i> 				
Adverse weather	Adverse weather conditions such as extreme sun, rain, wind, snow or black ice making cycling unsafe.					<ul style="list-style-type: none"> • <i>E.g. (IP) Cycle leader/group organiser advises riders on suitable clothing for adverse weather conditions.</i> • <i>E.g. (IP) Cycle leader/group organiser advises riders not to take part if they are not suitably dressed.</i> 				

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						<ul style="list-style-type: none"> E.g. (IP) Cycle leader/group organiser checks the cycle route if there has been extreme weather conditions and makes alterations to the route if necessary. E.g. (IP) Cycle leader/group organiser will cancel the ride/session if severe weather conditions make it unsafe, i.e. if there is extreme cold, sun, wind, ice, snow or rain. 				
Medical conditions of participants.	Participant is unable to complete the cycle route due to illness, injury or discomfort.					<ul style="list-style-type: none"> E.g. (IP) Cycle leader/group organiser to adapt the session dependent on the medical conditions of the participants. and provide advice as necessary. E.g. (IP) All participants warned to stop participating if they feel uncomfortable. E.g. (IP) All participants with long term conditions advised to check with their GP if it is advisable to exercise. E.g. (IP) Organiser/group leader to inform participants that they take part at their own risk. E.g. (IP) All participants advised that they are responsible for carrying and administering their own medication. 				
Spreading out of the group during ride/session.	Riders stray off route and get lost					<ul style="list-style-type: none"> E.g. (IP) Cycle leader/group organiser will ensure and advise the group to stay together during the ride. E.g. (IP) If there are additional volunteers, one will be a backmarker at the tail of the group. 				
Lakes, pools, canals, streams, large puddles or flooding.	Riders fall in the water resulting in possible drowning, hypothermia, discomfort or emotional distress.					<ul style="list-style-type: none"> E.g. (IP) Cycle leader/group organiser plans routes which stick to designated cycle lanes/paths where possible. E.g. (IP) Cycle leader/group organiser advises the group to take extra care when cycling close to hazards. E.g. (IP) Cycle leader/group organiser checks areas at risk of flooding if there has been any heavy rain. 				
Cycling Equipment	Equipment is faulty and dangerous to use putting the rider and other participants/ public at risk.					<ul style="list-style-type: none"> E.g. (IP) Cycle leader/group organiser carries out pre-ride safety checks (i.e. Bike M checks, sizing & fitting and helmet condition & fitting check) before giving out equipment to participants. E.g. (IP) All riders recommended to wear a helmet but not compulsory. E.g. (IP) Riders asked to carry out pre-ride checks to ensure they are happy with the equipment that has been provided to them. E.g. (IP) No out of order equipment given to participants. E.g. (IP) All faulty equipment reported to SMBC to replace/repair broken equipment as soon as possible post session, and equipment marked with hazard tape & out of order sign. 				
Theft	In an event that equipment is stolen from the bike hub / during the session.					<ul style="list-style-type: none"> E.g. (IP) Cycle leader/group organiser will keep the keys safe whilst in their possession, will lock the container once all equipment has been distributed, and on return will ensure all equipment is placed back in the container and locked. The keys will then be returned to the key holder / 				

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						<ul style="list-style-type: none"> venue. E.g. (IP) All participants advised to ensure that their bike is within sight at all times. E.g. (IP) At protracted stops e.g. refreshments/toilets, all bikes will remain within sight of at least one group member. E.g. (IP) If any equipment is found to be missing or stolen it will be reported immediately to SMBC. 				
Cycling Equipment – Clothing & Helmets	Incorrect equipment and clothing causing risk to the rider and other participants					<ul style="list-style-type: none"> E.g. (IP) Cycle leader/group organiser advises participants on appropriate clothing depending on the weather/ride conditions. E.g. (IP) Riders advised to assess weather and dress appropriately, including waterproof jacket/gilet to be carried when needed. E.g. (IP) Riders recommended to wear high visibility clothing/jacket and eye protection. E.g. (IP) Riders recommended to wear approved safety helmets and advised these should not have been involved in a crash impact and to be changed at manufactures recommended intervals if using own helmet. E.g. (IP) Cycle hub helmets are offered to all participants who haven't brought their own. E.g. (IP) Faulty/damaged cycle hub helmets to be reported to SMBC and removed from the hub. 				
Injuries from lifting, carrying, pushing and pulling	Moving equipment in cycling hub Using incorrect method Load too heavy View obstructed because of nature and size of load					<ul style="list-style-type: none"> E.g. (IP) Cycle leader/group organiser will use appropriate manual handling techniques. E.g. (IP) Anyone moving equipment advised to be cautious about carrying, pushing and pulling equipment and advised to ensure it is within their capabilities or to ask for help if two people are required. Particular attention being paid to removal of bikes that might be leaning up against the side of the container/leaning against each other to prevent them from falling over and causing injuries. E.g. (IP) No under 18s are allowed to help remove equipment from the hub for their personal safety. E.g. (IP) Cycle leader/group organiser will ensure cycle hub space is clear and safe during the session and all equipment is left in accordance with the container floor plan. 				
Accident, incident or near miss	Accidents, incidents or near misses. e.g. Collision with other riders or pedestrians					<ul style="list-style-type: none"> E.g. (IP) Cycle leader/group organiser instructs/advises riders of group ride calls, hand signals and warnings and ensures that these calls are passed along the line. E.g. (IP) Cycle leader/group organiser instructs riders to ride smoothly and consistently, be aware of those around them and do not brake without warning. E.g. (IP) Cycle leader/group organiser advises riders concentrate at all times and anticipate changing road conditions. E.g. (IP) Riders advised that when negotiating unforeseen road conditions (such as potholes) their actions impact on others. 				

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						<ul style="list-style-type: none"> E.g. (IP) Riders advised to ride slightly to one side of the wheel in front and with sufficient safe gap if not confident/competent to ride immediately behind the wheel in front. E.g. (IP) Riders advised not to let their front wheel overlap that of the rear wheel of the bike in front. E.g. (IP) Riders advised that there is no racing, wheelies or other bike tricks allowed, in accordance with code of conduct. E.g. (IP) Cycle leader/group organisers will report accidents as soon as possible to SMBC. 				
Lone working	Individual is lone working.					<ul style="list-style-type: none"> E.g. (IP) Cycle leader/group organiser to have access to a mobile phone. E.g. (IP) Cycle leader/group organiser to report incidents as appropriate, including calling emergency services if required. 				
Infectious diseases/viruses: Cleaning procedures and equipment	Spreading/catching an infectious disease/virus at the site due to poor cleaning and personal hygiene					<ul style="list-style-type: none"> E.g. (IP) Riders advised to clean equipment before and after use (using hub cleaning materials) and regularly sanitise hands. E.g. (IP) Cycle leader/group organiser to clean down touch points at hub. E.g. (IP) Cycle leader/group organiser to advise participants to follow any current/relevant Public Health guidance. 				
Infectious diseases/viruses: Ventilation	Spreading/catching an infectious disease/virus at the site due to not maximising fresh or clean air flow to a room/ building. Or not identifying poor ventilation					<ul style="list-style-type: none"> E.g. (IP) Doors to remain open whilst people are inside the hub container. E.g. (IP) Users advised no more than 2 people to be inside the hub at any one time due to size of the container. 				
Infectious diseases/viruses: Monitoring and reporting procedures	Poor arrangements and management systems for not keeping up to date and following public health advice on keeping volunteers and participants who are unwell attending.					<ul style="list-style-type: none"> E.g. (IP) All users are made aware of personal responsibility to stay home if unwell and the importance of good personal hygiene whilst participating. E.g. (IP) Cycle leader/group organiser is aware of and understands the SMBC venue risk assessment. 				
Personal Protective Equipment (PPE)	Spreading / catching an infectious disease/virus due to poor PPE					<ul style="list-style-type: none"> E.g. (IP) Cycle leader/group organiser to use PPE materials as appropriate, e.g. when administering first aid, advising participants to use hand sanitiser, etc. E.g. (IP) Cycle leader/group organiser will inform SMBC when first aid and/or PPE supplies are used, so replacements can be arranged. 				
Other identified hazards/risks	Please complete as appropriate					<ul style="list-style-type: none"> 				
						<ul style="list-style-type: none"> 				
						<ul style="list-style-type: none"> 				

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RISK ASSESSMENT ACTION PLAN

This action plan identifies the control measures to be implemented in order to reduce the lowest acceptable risk level.

Note any Net risk identified, as a red-risk – immediate action must be taken.

Other categories of Net risk (amber & green) should be completed within the time period (from the report date) specified providing it is reasonably practicable.

Risk Section number	Existing Risk Level	Further actions / Control measures (as identified from the risk assessment)	Responsible Person/s	Target Completion Date	Managers Comments	Completion Date	Managers Signature
		•					
		•					
		•					

<p>ASSESSED BY (PRINT)</p> <p>SIGNED _____ DATE ASSESSED _____</p>	<p>MANAGER (PRINT)</p> <p>SIGNED _____ DATE ASSESSED _____</p>
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