

Community Cycling Hub Venue Risk Assessment covering:

- 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: Hirers, delivery providers and volunteers to have qualifications, insurance and activity risk assessments in place.

Risk Assessor: Kim Dunger

Reviewed: Feb 2025

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 at venue	Environmental risks at the venue, i.e. within the shipping container and immediately outside the front opening (e.g. ground conditions, etc.)	Delivery Providers (e.g. Cycle leaders, group organisers, etc.) Participants. Mechanics. Staff.	M	M	AMBER	<ul style="list-style-type: none"> (IP) A venue floor plan is displayed and cycle leader/group organisers aware of how to safely store bikes and other equipment within the shipping container. (IP) Delivery providers are required to put equipment away in an orderly fashion and as per the venue floor plan (as per T&Cs). (IP) Delivery providers are not to give out/use faulty or out of order equipment and will clearly mark it (as per T&Cs). (IP) Delivery providers are required to explain any risks to participants if they are inside the venue and removing or replacing equipment. No under 18s are allowed to help remove equipment from the hub for their personal safety (as per T&Cs). (IP) SMBC quarterly audits in place, hubs inspected to check how they are being maintained and check of hazards at venue. (IP) Consideration has been given to installing bike racking within the containers. However, wall mounted racking would involve manual handling above shoulder height, and floor space is limited for floor mounted racking which could impact accessibility and safe mobility in the space. This item is under regular review and will be re-assessed if accidents/near misses occur due to the way the bikes are stored. 	L	M	GREEN	KD
Inappropriate/unsafe session delivery from venue	Session deliverer/leader/organiser lacks appropriate training & qualifications to lead sessions safely.	Delivery Providers. Participants. Mechanics. Staff.	M	M	AMBER	<ul style="list-style-type: none"> (IP) Delivery providers have recognised training/qualifications (e.g. bike mechanic to deliver workshops to the public; Ride leadership/coach to deliver rides, etc.) (IP) Delivery providers have public liability insurance in place. (IP) Delivery providers to instruct participants to behave appropriately 	L	M	GREEN	KD

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						during sessions as per the code of conduct and safely deliver their session as per their cycling activity risk assessment (as per T&Cs) <ul style="list-style-type: none"> (IP) Delivery provider proof of DBS & child safeguarding training is required if the session includes unaccompanied under 18s, i.e. where parents/guardians/carers are not required to stay onsite and are not participating themselves. (IP) If a booked session involves riding on public highways, delivery providers must ensure participants are aware of the route, associated risks and are experienced enough to ride the route safely. Delivery providers will need to hold: a qualification that covers on-road provision, be able to demonstrate/evidence experience, hold Public Liability Insurance, and if unaccompanied under 18s are involved - be safeguarding trained and hold a DBS. 				
Adverse Weather	Adverse weather conditions such as extreme sun, rain, wind, snow or black ice making activity unsafe.	Delivery Providers. Participants. Mechanics. Staff.	M	M	AMBER	<ul style="list-style-type: none"> (IP) Booked sessions to be cancelled by the delivery provider if there is extreme cold, sun, wind, ice, snow or rain on day of booking. (IP) Session deliverers provided guidance on when to cancel sessions, and what to advise participants (as per T&Cs). 	L	M	GREEN	KD
Cycling Equipment	Equipment is faulty and dangerous to use putting the rider and other participants/public at risk.	Delivery Providers. Participants. Mechanics. Staff	M	L	GREEN	<ul style="list-style-type: none"> (IP) SMBC Fault reporting procedures in place to replace/repair broken equipment within each hub. Delivery providers to report any faulty equipment as soon as possible post session (as per T&Cs). (IP) Regular/annual servicing of bikes to take place. Timescales between services likely to depend on hub usage/bookings frequency. (IP) Delivery providers are not to give out/use faulty or out of order equipment and will clearly mark it (as per T&Cs). (IP) Delivery providers to carry out pre-ride safety checks (e.g. Bike M checks/size & fitting and helmet condition check/fitting) before giving out equipment to participants (as per T&Cs). 	L	L	GREEN	KD
Theft	Equipment is found to be missing/stolen from the cycling hub at the beginning of the session and/or theft occurs during the session.	Delivery Providers. Participants. Mechanics. Staff.	M	H	AMBER	<ul style="list-style-type: none"> (IP) SMBC insurance cover in place for equipment. (IP) Shipping containers are fitted with 2x anti-theft lock boxes and heavy duty padlocks (CISA padlocks). (IP) All bikes are security marked and registered to the online national Bike Register. (IP) Equipment to be audited on a quarterly basis to identify any losses/issues with procedures. (IP) Delivery providers to report missing equipment and theft as soon as it's identified by contacting Solihull Active 0121 704 8207, or if out of hours 07500 997 717 (emergencies only). (IP) Key holders/key holder venues to keep the keys safe whilst in their possession and sign the keys in/out for bookings. Booking confirmation email must be seen before issuing out the keys. Missing keys to be reported asap to SMBC. All as per key holder guidance issued. 	L	M	GREEN	KD

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						<ul style="list-style-type: none"> (IP) Delivery provider to keep the keys safe whilst in their possession, to lock the container once all equipment has been distributed to participants. On return, to make sure all equipment is placed back in the container and locked. To return the keys to the key holder/venue. Missing keys to be reported asap to SMBC. All as per T&Cs. (IP) Delivery provider to advise all participants to ensure that the bike they're using is within sight at all times during the session (as per T&Cs). 				
Cycling Equipment – Helmets/Clothing	Incorrect equipment and clothing causing risk to the rider and other participants	Delivery Providers. Participants. Mechanics. Staff.	L	M	GREEN	<ul style="list-style-type: none"> (IP) Bike helmets are available to all service users, located within each hub. (IP) Use of helmets is recommended but not compulsory for adults and under 18s (as it is not a legal requirement). Delivery providers must ensure that helmets are offered to participants before the start of each session. Please note: If you are providing sessions on behalf of/associated with a specific organisation their rules/guidelines on use of helmets must be complied with, e.g. British Cycling - helmets are compulsory for under-18s, and recommended but not compulsory for adults (as per T&Cs). (IP) Participants can use their own personal helmet or a helmet from the cycling hub. Delivery providers must check all helmets being given out from the hub are in good condition and correct size/fitting (as per T&Cs). (IP) Delivery providers to advise participants on appropriate clothing depending on the weather/ride conditions and recommend high visibility clothing/jacket/eye protection (as per T&Cs). (IP) Helmets should not have been involved in a crash impact. Damaged helmets to be reported to SMBC and removed from the hub. 	L	L	GREEN	KD
Injuries from lifting, carrying, pushing and pulling	Moving equipment in/around the cycling hub Using incorrect method Load too heavy View obstructed because of nature and size of load	Delivery Providers. Participants. Mechanics. Staff.	M	M	AMBER	<ul style="list-style-type: none"> (IP) No equipment or boxes of equipment to exceed the safe manual handling load of 20kg. (IP) All delivery providers to be made aware of safe manual handling techniques and to be cautious when moving equipment, ensuring it is within their capabilities or asking for help if necessary (as per T&Cs). (IP) All delivery providers to ensure care and attention is paid when removing/replacing equipment from the cycle hubs, with particular consideration given to bikes that will be leaning up against the sides of the container/against each other (as per T&Cs). (IP) All delivery providers are responsible for ensuring space is clear and safe during their booking and upon leaving the venue (as per floor plan and T&Cs). (IP) All delivery providers are required to explain any risks to participants if they are inside the venue and removing or replacing equipment. No under 18s are allowed to help remove equipment from the hub for their personal safety (as per T&Cs). 	L	M	GREEN	KD

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Accident	Accident/incident/near miss at the venue and/or during the activity.	Delivery Providers. Participants. Mechanics. Staff.	L	M	AMBER	<ul style="list-style-type: none"> (IP) SMBC accident/near miss reporting procedures in place and set out in booking T&Cs. (IP) Delivery providers to report accidents/near misses as soon as possible to SMBC (as per T&Cs). (IP) A first aid kit is made available and kept up to date at each hub, including PPE. (IP) Delivery providers to instruct participants to behave appropriately during sessions as per the code of conduct and safely deliver their session as per their cycling activity risk assessment (as per T&Cs). (IP) Delivery providers to instruct participants that there is to be no racing, wheelies or other bike tricks to ensure safe sessions (as per T&Cs). (IP) No racing, wheelies or other bike tricks are allowed, to ensure the safety of all participants and the public (as per code of conduct). 	L	L	GREEN	KD
Lone working	Risks associated with lone working of staff and volunteers.	Staff. Delivery Providers.	M	H	AMBER	<ul style="list-style-type: none"> (IP) Staff (including volunteers) and delivery providers to ensure they have access to a mobile phone when onsite. (IP) SMBC to periodically check on the wellbeing of staff, volunteers and hirers/delivery providers. A warning flag of keys not being returned at the end of the session/agreed time will be actioned by SMBC with a follow up phone call to check welfare. (IP) SMBC calendars to be kept up to date, e.g. bookings system/activity timetables and staff calendars. 	L	M	GREEN	KD
Infectious disease/virus: Cleaning procedures and equipment	Spreading/catching an infectious disease/virus at the site due to poor cleaning and personal hygiene	Delivery Providers. Participants. Mechanics. Staff.	L	H	AMBER	<ul style="list-style-type: none"> (IP) Cleaning materials are made available at each hub with all users advised to clean down touch points, bikes and other equipment before and after use (as per T&Cs). 	L	M	GREEN	KD
Infectious disease/virus: 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.	Delivery Providers. Participants. Mechanics. Staff.	M	H	AMBER	<ul style="list-style-type: none"> (IP) Doors to remain wide open whilst any individuals are inside the shipping container (as per T&Cs). (IP) No more than two people to be inside the shipping container at any one time (as per T&Cs). 	L	M	GREEN	KD
Infectious disease/virus: Monitoring and reporting procedures	Poor arrangements and management systems for not keeping up to date and following public health advice on keeping staff, volunteers and all users who are unwell from attending.	Delivery Providers. Participants. Mechanics. Staff.	M	H	AMBER	<ul style="list-style-type: none"> (IP) All hirers are made aware of any current public health advice and information as appropriate at time of booking, and as per T&Cs. (IP) Signage will be displayed at venue advising of any current/relevant public health advice. (IP) Copy of the SMBC venue risk assessment available on website and hirer confirms knowledge & understanding of this RA at time of booking. https://solihullonthemove.co.uk/cycle-hub-bookings/ (IP) Session registers are completed by hirers and sent to SMBC post-booking for monitoring and evaluation. 	L	M	GREEN	KD

Leisure Services**Places to Ride – Community Cycling Hub Venue Risk Assessment**

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Personal Protective Equipment (PPE)	Spreading/catching infectious diseases/viruses due to poor PPE.	Delivery Providers. Participants. Mechanics. Staff.	M	H	A M B E R	<ul style="list-style-type: none"> (IP) Hand Sanitiser, face masks and other associated PPE is made available at each hub. (IP) First aid information and PPE guidance updated and included in T&Cs. 	L	M	G R E E N	KD

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
		•					
		•					
		•					

ASSESSED BY (PRINT)	MANAGER (PRINT)
SIGNED _____ DATE ASSESSED _____	SIGNED _____ DATE ASSESSED _____

Places to Ride – Community Cycling Hub Venue Risk Assessment

I have read and understood the Risk Assessment and acknowledge this by my signature below.

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