

Venue Risk Assessment

Leisure Services

Places to Ride – Community Cycling Hub Venue Risk Assessment

Community Cycling Hub Venue Risk Assessment covering:

- Tudor Grange Park, Solihull, B91 3DN (near the cycle track)
- North Solihull Sports Centre, Conway Road, B37 5LA (side of building nearest track)
- Babbs Mill @ Pavilions Club, Meriden Drive, Kingshurst, B37 6BX
- Elmdon Park, Elmdon Park Road, Solihull, B92 9EJ (car park by Elmdon Church).

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

Date:	Assessed by:	Service Area/Team/Department	Review Date:	
10/02/2026	Kim Dunger, Senior Solihull Active Officer	Solihull Active, Public Health	Feb 2027	
	Risk Assessment Owner/Approver (sign off) (if different to above)	Persons Affected		
	Consultees:	Location(s) of Activity:		
	Rebecca Parklen, Solihull Active Officer Janet Payne, Senior H&S Advisor Dan Dalton, Senior H&S Advisor	See above		
What are the Hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What more can you do to control this risk?	Risk Rating (use matrix below)
Poor housekeeping	Delivery Providers (e.g. Cycle leaders, group organisers, etc.), Participants. Mechanics, Staff – Injury due to impact from inappropriately stored items or trip injuries, i.e. within the shipping container and immediately outside the	<ul style="list-style-type: none"> • A venue floor plan is displayed and delivery providers/mechanics/staff aware of how to safely store bikes and other equipment within the shipping container. • Delivery providers are required to put equipment away in an orderly fashion 		Green (M/L)

	front opening (e.g. ground conditions, etc.)	<p>and as per the venue floor plan (as per T&Cs).</p> <ul style="list-style-type: none"> • Delivery providers are not to give out/use faulty or out of order equipment and will clearly mark it (as per T&Cs). • 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). • SMBC quarterly audits in place, hubs inspected to check how they are being maintained and check of hazards at venue. • 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. 		
Lack of competence of delivery	Delivery Providers, Participants, Mechanics, Staff – Injury due to unsafe use of equipment or venue (e.g. through incorrect instruction/techniques)	<ul style="list-style-type: none"> • Delivery providers have recognised training/qualifications (e.g. bike mechanic to deliver workshops to the public; Ride leadership/coach to deliver rides, etc.) • Delivery providers have public liability insurance in place. • Delivery providers to instruct participants to behave appropriately during sessions as per the code of conduct and safely deliver their 		Green (M/L)

		<p>session as per their cycling activity risk assessment (as per T&Cs)</p> <ul style="list-style-type: none"> • 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. • 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. 		
<p>Adverse Weather</p>	<p>Delivery Providers, Participants, Mechanics, Staff – Injuries due to adverse weather conditions, such as extreme sun, rain, wind, snow or black ice, making activity unsafe (e.g. sunburn, cuts and bruises due to slipping on ice, etc.)</p>	<ul style="list-style-type: none"> • Booked sessions to be cancelled by the delivery provider if there is extreme cold, sun, wind, ice, snow or rain on day of booking. • Delivery providers to review weather forecasts the day before and morning of their sessions. • Session deliverers provided guidance on when to cancel sessions, and what to advise participants (as per T&Cs). • Delivery providers to advise participants to bring appropriate protective items to suit the weather, e.g. sun cream, water/drinks, appropriate clothing. • Delivery providers to be vigilant on how people are feeling, e.g. if 		<p>Green (M/L)</p>

		participants are too hot/cold which could lead to hyperthermia/hypothermia.		
Theft	Delivery Providers, Participants, Mechanics, Staff – Equipment is found to be missing/stolen from the cycling hub upon arrival at the location / Trauma of being threatened or injured if attempted theft occurs during a session/whilst staff have container open.	<ul style="list-style-type: none"> • SMBC insurance cover in place for equipment. • Shipping containers are fitted with 2x anti-theft lock boxes and heavy-duty CISA padlocks. • All bikes are security marked and registered to the online national Bike Register. • Equipment to be audited on a quarterly basis to identify any losses/issues with procedures. • Delivery providers to report missing equipment and theft as soon as it's identified by contacting SMBC. Via Solihull Active 0121 704 8207, or if out of hours 07500 997 717 (emergencies only). • 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. • 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. • Delivery provider to advise all participants to ensure that the bike 		Green (M/L)

		<p>they're using is within sight at all times during the session (as per T&Cs).</p> <ul style="list-style-type: none"> • If attempted theft occurs during hub usage/session delivery, delivery providers/staff (including volunteers) are instructed not to try and prevent it as they may be harmed by violent behaviour. • If trauma due to theft does occur, SMBC manager to debrief with appropriate staff, and signpost to the EAP and internal wellbeing resources if required. Manager offers support as appropriate. 		
<p>Faulty/ Incorrect Cycling Equipment</p>	<p>Delivery Providers, Participants. Mechanics, Staff – Injuries due to faulty/dangerous/incorrectly fitting equipment/clothing putting the rider and other participants/ public at risk.</p>	<ul style="list-style-type: none"> • 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). • Regular/annual servicing of bikes to take place. Timescales between services likely to depend on hub usage/bookings frequency. • Delivery providers are not to give out/use faulty or out of order equipment and will clearly mark it (as per T&Cs). • 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). • Bike helmets are available to all users, located within each hub. Participants can also use their own personal helmet. 		<p>Green (L/L)</p>

		<ul style="list-style-type: none"> • Use of helmets is recommended but not compulsory for adult participants 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). • Delivery providers must check all helmets being given out from the hub are in good condition and correct size/fitting (as per T&Cs). • Delivery providers to advise participants on appropriate clothing depending on the weather/ride conditions and recommend high visibility clothing/jacket/eye protection as appropriate (as per T&Cs). • Helmets should not have been involved in a crash impact. Damaged helmets to be reported to SMBC and removed from the hub. 		
<p>Manual Handling</p>	<p>Delivery Providers, Participants, Mechanics, Staff – Risk of musculoskeletal injuries from lifting, carrying, pushing and pulling equipment (e.g. Using incorrect method, load too heavy, view obstructed because of nature and size of load).</p>	<ul style="list-style-type: none"> • No equipment/boxes of equipment to exceed the guideline manual handling load. • All delivery providers/staff are 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). • All delivery providers/staff to ensure care and attention is paid when 		<p>Green (M/L)</p>

		<p>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).</p> <ul style="list-style-type: none"> • All delivery providers/staff are responsible for ensuring space is clear and safe during usage and upon leaving the venue (as per floor plan and T&Cs). • 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). • SMBC staff have manual handling training included in their induction. 		
<p>Cycle accident / collision</p>	<p>Delivery Providers, Participants, Mechanics, Staff, Members of the Public – Injury or fatality due to collision or accident.</p>	<ul style="list-style-type: none"> • SMBC accident/near miss reporting procedures in place and set out in booking T&Cs. • Delivery providers to report accidents/near misses as soon as possible to SMBC (as per T&Cs). • A first aid kit is made available and kept up to date at each hub, including PPE. • 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). • 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). 		<p>Green (M/L)</p>

		<ul style="list-style-type: none"> No racing, wheelies or other bike tricks are allowed, to ensure the safety of all participants and the public (as per code of conduct). 		
Lone working	Staff, Delivery Providers - risk of not being able to call for help if threatened, injured or unwell, and risk of serious injury due to violence or assault.	<ul style="list-style-type: none"> Staff (including volunteers) and delivery providers to ensure they have access to a fully charged mobile phone when onsite. 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. SMBC calendars to be kept up to date, e.g. bookings system/activity timetables and staff calendars. 		Green (M/L)
Infection control	Delivery Providers, Participants, Mechanics, Staff - Spreading/catching an infectious disease/virus at the site due to poor cleaning, lack of ventilation, unwell persons attending and poor personal hygiene.	<ul style="list-style-type: none"> 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). Doors to remain wide open whilst any individuals are inside the shipping container (as per T&Cs). No more than two people to be inside the shipping container at any one time (as per T&Cs). All hirers are made aware of any current public health advice and information as appropriate at time of booking, and as per T&Cs. Signage will be displayed at venue advising of any current/relevant public health advice. Copy of the SMBC venue risk assessment available on website and hirer confirms knowledge & 		Green (M/L)

		<p>understanding of this RA at time of booking. Cycle Hub Bookings - Solihull On The Move</p> <ul style="list-style-type: none"> • Session registers are completed by hirers and sent to SMBC post-booking for monitoring and evaluation. • Hand Sanitiser, face masks and other associated PPE is made available at each hub. • First aid information and PPE guidance updated and included in T&Cs. 		
Fire	<p>Delivery Providers, Participants, Mechanics, Staff, Members of Public - Fire emergency resulting in death or serious injury from burns or smoke inhalation or visitors being unaware of the correct action to take in the event of a fire.</p>	<ul style="list-style-type: none"> • Activities are outside in large open public spaces. • Staff (including volunteers) and delivery providers to always be around, to have fully charged mobile phone to contact emergency services, and to brief any participants on evacuation process (e.g. safe distance from fire source/fire risk area). • After reporting to emergency services, delivery providers/mechanics/staff to report fire as soon as possible to Solihull Active 0121 704 8207, or if out of hours and a fire specifically at a cycling hub contact 07500 997 717 (emergencies only). 		Green (M/L)
Damp/Surface Mould	<p>Delivery Providers, Participants, Mechanics, Staff, Members of Public – Respiratory conditions due to exposure to mould spores.</p>	<ul style="list-style-type: none"> • Staff (including volunteers) are not expected to remain in the container for significant amounts of time and therefore any respiratory risk is low. • Prevention of potential damp and mould on equipment by a suitable cleaning regime – to take place 	<ul style="list-style-type: none"> • Reduce the risk by using cost-effective moisture removers/ dehumidifiers. 	Green (M/L)

		<p>during quarterly hub audits, and frequency kept under review.</p> <ul style="list-style-type: none"> • Equipment cleaning regime to include: <ul style="list-style-type: none"> - Use of a low hazard liquid cleaning product on a cloth, using a wipe and fold technique for more effective cleaning, - Dampen the surface (e.g. bike seat, handlebars, etc.) to reduce exposure to any dust/spores before wiping. - COSHH assessment in place for cleaning products (see below), • Bikes to be taken outside for any maintenance or cleaning to ensure maximum ventilation. • Ensure floors are clean and dry to avoid slip risk (with consideration of degreasing procedures if bike chain oil is a problem). • Ensure the container is ventilated as much as possible, with both doors opened when being accessed. Staff to check any vents are not blocked during quarterly audits. • Reduce the risk by using cost-effective moisture removers/ dehumidifiers. • If damp and mould does form on internal surfaces within the container, small areas to be cleaned by staff with a suitable risk assessment and PPE, using low hazard mould removal products (not ones that contain bleach). This is likely to involve wearing a respiratory facepiece e.g. FFP3 and staff will need to be face-fit tested to ensure the mask suits their face. Gloves, eye 		
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		protection and disposable overalls are also strongly advised.		
Hazardous Substances	Delivery Providers, Participants, Mechanics, Staff, Members of Public – Skin irritation or respiratory sensitivity due to exposure to hazardous substances.	<ul style="list-style-type: none"> • Low hazard cleaning products and liquid hand gel. • All users to follow manufacturer's instructions on bottle. • Gloves are available if concerned about possible skin irritation. • If irritation or ingestion occur, then follow manufacturer's instructions on bottle. • Dispose of contents and container as per manufacturer's instructions. 		Green (L/L)

Impact/Severity vs Likelihood Matrix

When assessing the risk rating for each hazard, you must:

1. Take into account the **severity/impact** of the hazard using this matrix and consider:
 - a. How serious is the risk from the hazard - would it cause a minor injury or something more serious?
 - b. Does it affect one person or many (impact)?
 - c. Are the persons affected vulnerable (e.g. children, elderly, mental or physical impairment, pregnant women)?
2. Assess **how likely** it is for staff/contractors/customers/members of public/pupils etc. to be hurt or made unwell by the hazard after you have implemented steps to control the risk from the hazard.

For example:

- Working on a flat roof with no edge protection - **Severity = High** (could be killed if fall off roof) **Likelihood = Low** - if the roof is fitted with edge protection, operative uses fall prevention equipment.
- **Cleaning a tiled floor – Severity = Medium** (a slip, fall could cause a serious injury) **Likelihood = Low** – if clean when area is quiet, use wet floor signs and use a two mop system – one wet, one dry.

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

Note: Where a High Risk is identified even after looking at existing measures, you must do everything reasonable to reduce the level risk to the lowest level achievable.

Example Risk Assessments:

To help and guide you through completing your activity based risk assessments, example risk assessments can be found in the **Risk Assessment guidance** on the intranet and are also **embedded within the Activity/Task Risk Assessment template within the SHE Assure system.**

Actions

If you require somebody to carry out an action as part of implementing this risk assessment, list the action here:

Examples include:

- Manager x to undertake a briefing of staff before activity is undertaken
- Staff member/Team needs to show training certificates to prove competent to do task
- New tools and equipment need to be purchased

Action Required	By who	Target Date	Status
Project Officer to upload updated RA to website and circulate to Sustainable Travel team colleagues/volunteers who use the cycling hubs.	Rebecca Parklen	End Feb 2026	
Purchase of cost-effective moisture removers/dehumidifiers and placed in hubs.	Kim Dunger / Rebecca Parklen	End Feb 2026	