

Activity/Event: Barcelona 1200 Charity Cycle Ride

Committee Name: Inspired Living

Date of Event: 05/09/2019

Date of Assessment: 18/04/2019

37 riders plus 6 support team to depart from Winchester to Barcelona with support teams consisting of 2 vans and 1 motorcycle.

All riders are to sign the sign-off sheet on this risk assessment agreeing to their fitness levels to take part in the event and that their cycle is in a safe, legal and roadworthy condition. This risk assessment is to be used in conjunction with the Rider information pack. National Emergency Service Numbers: 112, 911 and 999 should all work from mobile phones.

Groups Affected:

Members of the public

Inspired Living committee

Participants

Event staff

What are the hazards?	Who might be harmed and how?	Risk Grading before controls put in place. (see table below)	What are you doing already to control risks?	Risk Grading after controls put in place (see table below)	Any further action to be taken and who is responsible?
Example: Slips, trips and falls	Participant in a sponsored walk may trip over a tree route and suffer injury.	Medium (9)	<ul style="list-style-type: none"> Use signage to warn participants of hazards Use marshals to direct participants away from trees First aid on site to treat any injuries 	Very Low Risk (1)	Event organiser to ensure all marshals in place on the day.
Vehicle Movement	Collision with persons or property	9	<ul style="list-style-type: none"> If appropriate a suitable parking area will be allocated, a minimum of two volunteers in hi vis will direct participants/spectators to the event Marshalls in high-vis will manage parking and direct participants to the starting point Pedestrians will use the designated walk ways if this is not available then stake and tape/barriers/fencing will be erected to separate pedestrians and vehicles If appropriate a maximum speed limit will be implemented or caution sign erected If needed a vehicle curfew will be implemented 	4	
Group and Participant Competency	Lack of experience and skill could increase the risk of an accident.	9	<ul style="list-style-type: none"> Participants will be required to ride in an orderly manner and in accordance with the Highway Code/rules of the road. Participants have been provided with information and instruction where necessary. Support staff trained on how to deal with incidents throughout the event. 	4	
Slips Trips and Falls:	Bruising, Cuts, Broken Limbs - Caused by items left on the floor, water, oil and other slippery surface or poor footwear	Medium (8)	<ul style="list-style-type: none"> Where possible support staff to ensure pathways and high traffic areas at start/finish venues are free from obstructions/rubbish Participants reminded to wear appropriate footwear, SPD style 	4	

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			<ul style="list-style-type: none"> pedals and shoes fitted to their bike First aid available to provide first response to injury 		
Fatigue, Dehydration.	Participant exertion/warm weather	8	<ul style="list-style-type: none"> Participants must be fit and able to take part in the event Regular stopping points for water /snacks will be factored into the route Participants advised to bring along two bottles of water and food as necessary Participants encouraged to take regular breaks along route to rehydrate and rest Participants reminded to wear appropriate clothes taking into account the weather and sun block/cream where necessary (clothing should not be loose to reduce the risk of entanglement) 	4	
Ergonomics	Repetitive strain due to durations of event and seated position	9	<ul style="list-style-type: none"> Regular breaks incorporated in the route 	4	
Adverse Weather	Wet/icy/windy conditions could affect bike control and increase the risk of an accident.	12	<ul style="list-style-type: none"> The weather will be checked in the weeks leading up to the event and on each starting day Participants will be advised to pack clothing and footwear appropriate for the varying climate Support staff to check local weather and advise participants so they can wear appropriate clothing 	6	Committee to decide who will have the final say on postponing/cancelling the event Ensure volunteers are aware of the emergency procedures and cancellation guidance.
Manual Handling	Loading and unloading deliveries. Inappropriate lifting techniques used resulting in a muscular skeletal injury	9	<ul style="list-style-type: none"> Support staff to follow the guidance in the volunteer Health and Safety Manual Considerations will take into account individual capabilities Participants encouraged to ask the support staff for assistance when unloading their possessions from support vehicles Participant briefing will provide guidance on lifting 	9	Brief participants on loading and unloading possessions
Failure of Bike Mechanical Parts	Resulting in an accident or participant left stranded.	9	<ul style="list-style-type: none"> Bikes must be roadworthy or able to cope with the event terrain Participant information pack will stipulate recommended items to bring along e.g. bike repair kit, mobile phone, helmet, appropriate clothing and footwear, bike lights, water Participants will be encouraged to get a full service on their bike; it has been recommended that a complete bike overhaul about 4 weeks prior to the ride is done to allow any changed components time to bed in Participants encouraged to complete daily bike checks prior to setting off. First aid and support vehicles on hand for participants 	4	Support staff/volunteers briefed on their roles and responsibilities prior to the start of the event.
First aid Provisions	Participants may require urgent medical attention as a result of a collision.	12	<ul style="list-style-type: none"> Trained Emergency First Aiders will be available at all times and in communication by mobile phone or walkie-talkie systems Arrangements are in place for contact with emergency services in the event of more serious injury or medical condition 	4	

What are the hazards?	Who might be harmed and how?	Risk Grading before controls put in place. (see table below)	What are you doing already to control risks?	Risk Grading after controls put in place (see table below)	Any further action to be taken and who is responsible?
Lost Participants	Road closures and different route options could result in participants getting lost or stranded.	12	<ul style="list-style-type: none"> Where possible routes will be planned and checked with a reputable company such as Sustrans/CTC/British cycle Where possible research will be carried out to check for any road closures, road works with the highways agency All participants will be checked at 3 designated stops during the day All participants will be given emergency contact numbers Cyclists will be required to carry their mobile phones, GPS (participants encouraged to carry out safe calling e.g. pull over and dismount in a safe place to make a call) 	4	
Challenging Event Terrain	Participants could lose control of their bike and sustain injury from falling /accident involving third party.	9	<ul style="list-style-type: none"> The routes has been designed to stay away from major roads; the Rider information pack provides information on how to ride in groups and emphasizes to participants it is their responsibility to carry out manoeuvres safely and to adhere to the rules of the road Participants are required to be fit and able to take part in this event Participants are required to familiarise themselves with the route that they choose to take, the rules of the road and the countries they are passing Participants are required to wear a cycle helmet and appropriate cycle gear Participants will be encouraged to ride no more than two abreast on highways, taking into account the traffic and road conditions, single out on narrower roads 	4	
Members of the Public	Unaware of event or participants which could result in collision injury	6	<ul style="list-style-type: none"> Participants will be encouraged wear reflective/high-vis clothing/equipment. Bikes must be fitted with a front white light and rear red light to increase visibility First aid on hand to prevent worsening of injuries 	2	
Lack of Information and Supervision	Potential for accident	8	<ul style="list-style-type: none"> All event attendees have been issued with the Rider Information Pack Route maps have been provided to the riders prior to the start of the event It is required that all riders bring a GPS to aid in the tracking of their location and for route directions Riders will be provided with a document detailing contact information support vehicles 	2	
Unfamiliar/Foreign Countries	Language barriers/misunderstanding road signage could increase risk of an accident	9	<ul style="list-style-type: none"> Signage displayed / important safety and site information will to be translated into required language Participant advised to familiarise themselves with the route/roads and signage Participants to abide by the rules of the road/highway code 	4	
Flea, Fly, Midge bites, Zoonoses	Diseases from animals/ Insects increased risk of illness/food contamination/anaphylaxis.	6	<ul style="list-style-type: none"> The use of insect repellent/creams highly recommended for participants Suitable protection must be worn to prevent stings e.g. cover neck, arms, hands and legs 	4	

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			<ul style="list-style-type: none"> Wash hands and any cuts and grazes immediately with soap and running water. Cover new and existing wounds with a waterproof dressing before restarting riding Food products will remain covered in air tight container or in its original packaging as appropriate First aid available 		
Communication	Poor communication arrangements could result in slow reactions when dealing with incidents and emergencies.	12	<ul style="list-style-type: none"> Support crew will use mobile phones to communicate, mobiles spanning across all networks where possible Sufficient numbers of support crew/volunteers to be present on the each day Participants are advised to remain in contact and within a group wherever possible 	4	
Theft	Lack of storage facilities for bikes	9	<ul style="list-style-type: none"> Safe storage will be provided for bikes at overnight stops. Riders are advised to ensure that bikes are not left unattended during the course of the ride 	2	
Media Interest	Conflict leading to injuries may be caused.	6	<ul style="list-style-type: none"> Caution must be taken in regards to over enthusiastic members of the public who may obstruct a participant path when trying to photograph the event 	4	
Public Liability Insurance and Personal Insurance Cover:	Lack of protection against legal liabilities.	16	<ul style="list-style-type: none"> Cancer Research UK is providing public liability for the event The Rider Information pack provides participants with advice about preparation, both for themselves and their bikes, along with the need to arrange their own insurance 	4	
Other: SIRI and Contingencies	Failure to plan for contingencies such as a medical emergency, bomb threat, terrorist attack, fire causing injuries or large scale damage to property.	High (12)	<ul style="list-style-type: none"> Create a plan that outlines the process for dealing with emergencies and evacuation; ensure the plan has been communicated to all volunteers with considerations made for disabled people Ensure you have the emergency contact numbers including your CRUK staff contact and the On Call Manager number (Pls see SIRI escalation table below) Risk assessment to be updated on each day if there are any changes e.g. change to route options. 	Low (4)	

Risk Grading Calculation for Category 3 Events

How to work out your risk grading using the example below:

What are the hazards?	Who might be harmed and how?	Risk Grading before controls put in place.	What are you doing already to control risks?	Risk Grading after controls put in place	Any further action to be taken and who is responsible?
Example: Slips, trips and falls	Participant in a sponsored walk may trip over a tree route and suffer injury.	Medium (9)	<ul style="list-style-type: none"> • Use signage to warn participants of hazards • Use marshals to direct participants away from trees • First aid on site to treat any injuries 	Very Low Risk (1)	Event organiser to ensure all marshals in place on the day.

How to work out your risk grading before controls put in place:

- Use the risk grading table below
- Decide what the likelihood of someone tripping over a tree route are without any controls in place e.g. 'Possible (3)'
- Decide what the severity of someone's injuries would be from tripping over a tree route without any controls in place e.g. 'Minor (2)'.
- Read along the lines to where the 2 meet to find your risk grading before controls are put in place i.e. 'Medium (6)'.

How to work out your risk grading after controls put in place:

- Use the risk grading table below
- Decide what the likelihood of someone tripping over a tree route is with controls in place. Two of the control measures listed reduce the likelihood of the participant tripping over the tree i.e. the use of signage and marshals.
- Decide what the severity of someone's injuries would be from tripping over a tree route with controls in place. One of the control measures listed reduces the severity of the injury the participant may suffer i.e. the presence of first aid.
- Therefore you can reduce the likelihood to 'unlikely' or 'very unlikely' and the severity to 'minor' or 'negligible'.
- Read along the lines to where the 2 meet to find your risk grading after controls are put in place.
- If your risk grading remains high or very high consider what else you can do to control the risk
- If the risk grading cannot be reduced to the medium or low risk range consider whether it is better not to do it.
- If you are unsure about the safety of any activity please ask your AVM for advice.

			Severity				
			Very Severe (5)	Severe (4)	Serious (3)	Minor (2)	Negligible (1)
			Multiple deaths, casualties, severe health effects	Death, severe injury/ health effects	Serious injury, Over 3 day injury	First aid treatment, minor health effects	No visible effects, minor injury e.g. bruise
Likelihood	Very Likely (5)	100% Chance of occurrence	Very High Risk (25)	Very High Risk (20)	High Risk (15)	High Risk (10)	Low Risk (5)
	Likely (4)	Sooner rather than later	Very High Risk (20)	Very High Risk (16)	High Risk (12)	Medium (8)	Low Risk (4)
	Possible (3)	Foreseeable under normal circumstances	High Risk (15)	High Risk (12)	Medium (9)	Medium (6)	Low Risk (3)
	Unlikely (2)	Unless other factors precipitate	High Risk (10)	Medium (8)	Medium (6)	Low Risk (4)	Very Low Risk (2)
	Very Unlikely (1)	Freak conditions or circumstances required	Low Risk (5)	Low Risk (4)	Low Risk (3)	Very Low Risk (2)	Very Low Risk (1)

Serious Incident Reporting and Investigation (SIRI)

A Serious Incident is a major or catastrophic event that is potentially life threatening, it can result in physical harm, financial loss or reputational damage for e.g. loss of life a bomb threat, a fire causing large scale damage to property. The majority of accidents/incidents will not need to be escalated to your CRUK staff contact or the On Call Manager straight away. The Escalation Table (below) provides you with a guide as to when a Serious Incident should be escalated.

	Health & Safety	Reputation / PR	Financial	Action
High	Major or catastrophic incidents may involve: Loss of life Bomb threat / terrorist attack Multiple casualties Assault Fire	Local mass media reporting. National reporting	- Serious damage to property e.g. Damage to a venue where liability could fall to CRUK and costs of claim may be significant e.g. Approximately £50,000 - Cancellation cause significant financial loss and/or liabilities e.g. Approximately £50,000	Follow the SERIOUS INCIDENT and the ACCIDENT/INCIDENT Reporting Process . Escalate to your CRUK Staff Contact straight away; if unavailable contact the On Call Manager on 07900 914 207 Provide them with the details of the accident/incident and actions taken to bring the situation under control
Medium	Serious incidents may involve an accident/incident that is potentially life threatening e.g. fire, structural collapse	Reporting within a restricted area/group	- Damage to property e.g. Damage to a venue where liability could fall to CRUK and costs of claim may be moderate e.g. approximately £25,000 - Cancellation cause moderate financial loss and/or liabilities e.g. We will still have to pay high costs for venue hire, caterers etc. e.g. approximately £25,000	
Low	Minor incidents may involve: Minor injuries / incidents e.g. trip/slip/fall, Manual handling	Loss of reputation with volunteers and /or supporters attending the event	Anything below the amounts outlined in the 'Medium' & 'High' section	Follow the ACCIDENT/INCIDENT Reporting Process only No need to escalate to your CRUK staff contact/On Call Manager straight away.