

VF: Cancer Research UK High Risk Assessment



Please ensure you have read the Event Health and Safety Toolkit before proceeding.

This template contains hazards and controls typically found at events such as runs and walks, cycling and swim (excluding open water) and specialist activities. You must ensure this risk assessment is a true reflection of your event by deleting the hazards that are not relevant and adding any hazards that need to be considered. This risk assessment should be read in conjunction with the Event Safety Plan. Assessments should be reviewed annually or sooner if something about the event changes.

Name of Committee/Fundraising Group:	Inspired Living Committee	Date of Event:	5/9/2019
Event Name: (if Not Relay)	Barcelona 1200 Charity Cycle Ride	Date of Assessment:	18/4/2019
If Relay for Life: enter Relay Event here:	N/A	Date of Review:	11/7/2019
Risk Assessor:	Inspired Living Committee/CRUK Volunteer Fundraising Health and Safety Team		

Use the Risk Rating below to calculate Risk and decide on appropriate Actions

Risk Rating	Severity	Injury type	Acceptability	Cancer Research UK's Response to Risk
Low (Minor)	Harm will seldom occur	Minor injuries or ill health, where injured party resumes normal activities	Acceptable	No further action is necessary other than to ensure control measures are maintained
Medium (Moderate)	Harm is expected to occur sometimes	Injury or ill health where injured party is impacted for 3 days or more	Requires Action	The risks should be lowered further, but the costs of additional risk reduction measures should also be considered. The risk reduction measures should be implemented within a specified timeframe. Arrangements should be made to monitor and ensure control measures are maintained.
High (Severe/Fatal)	Harm is likely to occur	Severe injury, loss of life or multiple casualties	Unacceptable – Requires immediate action	Substantial improvements in controls are necessary so that the risk is reduced to an acceptable level. The work activity must not commence or be halted until risk controls are implemented that reduce the risk to an acceptable level. If it is not possible to reduce the risk the work should remain prohibited or continued after obtaining approval from Cancer Research UK

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Using Suppliers/ Subcontracting: Accidents or illness due to supplier incompetence or negligence.	All	<ol style="list-style-type: none"> Suppliers/subcontractors will operate in accordance with the current health and safety requirements and best practices Committee will undertake supplier due diligence and only work with those who have passed all criteria on the Supplier Health & Safety questionnaire Suppliers to have a minimum of £1million public and where necessary employers liability insurance 	Medium	
Welfare facilities: Failure to provide toilet, hand washing facilities and water.	All	<ol style="list-style-type: none"> Toilet facilities will be available within proximity If appropriate portable toilets will be made available on site Water and refreshments to be provided where appropriate Volunteers to be given regular breaks 	Low	Volunteers reminded to bring water and refreshments.
Environment & Hazardous waste: litter/fouling left on site causing adverse effects on the environment/ participants risk of diseases/ fire	All	<ol style="list-style-type: none"> The event site will be cleared of litter and signage after the event If appropriate volunteers will be provided with protective gloves and / litter picker 	Low	
Animal bites, Zoonoses bites from fleas, midges etc could result in an injury; risk of infection if left untreated.	Participants	<ol 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 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 	low	First aid to be made available as and when required.

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<p>Vehicle movement: Collision with people, vehicles, objects or property may result in a serious injury (Third party)</p>	All	<ol style="list-style-type: none"> 1. The routes is 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 2. 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 3. Participants will be encouraged to ride no more than two abreast on highways, considering the traffic and road conditions, single out on narrower roads 4. A suitable parking area will be allocated, and disabled parking bays provided near/easy access to the venue entrance 5. Marshals clearly identifiable in high vis vests will manage parking, crossing routes and direct participants to the event 6. Pedestrians will use the designated walk ways if this is not available then stake and tape/barriers will be erected to separate pedestrians and vehicles 7. If appropriate a vehicle curfew and maximum speed limit will be implemented or caution sign erected. 8. If appropriate committee to seek permission to close the road from the local authorities (for minor roads only) 9. Participants will be encouraged wear reflective/high-vis clothing/equipment. 10. Bikes must be fitted with a front white light and rear red light to increase visibility 11. Safe storage will be provided for bikes at overnight stops. 12. Riders are advised to ensure that bikes are not left unattended during the ride 	Low	<p>Trained Emergency First Aiders will be available always and in communication by mobile phone or walkie-talkie systems</p> <p>Arrangements are in place for contact with emergency services in the event of more serious injury or medical condition</p>
<p>Theft/Violence/ Antisocial behaviour Due to lack of storage facilities, money held on site, alcohol on sale.</p>	Participants	<ol style="list-style-type: none"> 1. Where necessary security personnel will have sourced 2. Participants and volunteers to take reasonable precautions with their property 	Low	

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		<ol style="list-style-type: none"> 3. If possible a suitable area for storage will be allocate where volunteers may secure their belongings 4. Volunteers not to challenge and hand over donated cash in the event of a robbery 5. Dial 999/112/101/111, depending on location, in an emergency 		
<p>Insufficient First Aid Provisions: Accidents requiring urgent medical attention.</p>	All	<ol style="list-style-type: none"> 1. Ensure sufficient first aid cover is allocated for the event (seek advice from first aid provider if required) 2. Only organisations that have completed the Supplier Health & Safety Questionnaire to provide first response to injury 3. First aid location documented on the site map and signposted 4. Where necessary liaise with emergency services. Emergency service access and egress documented on site map 5. In the event of an emergency first aiders / committee will dial 999/112/101/111, depending on location. 6. Where appropriate mobile first aid cover will be provided to respond quickly to any injuries on route 7. All accidents to be reported to Cancer Research UK. 	Low	<p>Trained Emergency First Aiders will be available always and in communication by mobile phone or walkie-talkie systems</p> <p>Arrangements are in place for contact with emergency services in the event of more serious injury or medical condition</p> <p>First Aid Provider must agree to complete and return Cancer Research UK accident forms.</p>
<p>Emergency Situations e.g. fire/bomb threat/medical emergency: Uncertainty on how to manage an emergency, which could lead to loss of life.</p>	All	<ol style="list-style-type: none"> 1. Ensure health and safety briefing is carried out for volunteers prior to the event. The briefing must cover the findings of this risk assessment 2. Event Safety Plan completed. 3. Participant briefing to be carried out prior to the event. 4. Volunteers made aware of what SIRI is and how to report. Contact Cancer Research UK staff to report the incident and for additional support. 5. Emergency contact details have been shared with the volunteers 6. A contingency plan will be created to deal with emergencies (fire, bomb threat medical) with considerations made for people with disabilities. 	Medium	<p>If a venue has been sourced find out what the venue emergency arrangements are.</p>

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<p>Slip/Trip/Fall: May trip over trailing cables /obstructions/ equipment/slippy floor, bruising cuts broken limbs caused by items left on the floor, water oil and other slippy surfaces, poor footwear.</p> <p>Challenging Terrain participants could lose control of their bike and sustain injury from falling</p>	<p>Participants Contractors Volunteers Public</p>	<ol style="list-style-type: none"> 1. Ensure pathways, emergency routes and high traffic areas are cleared of any obstructions/rubbish, and spillages are mopped up. 2. Event site will be checked for obvious hazards 24 hours prior 3. Equipment cables will be rerouted away from high traffic areas and covered with appropriate cable runs 4. When using tents / marquees, ropes and stakes will be secured and easily identified/fenced off where possible 5. Suitable lighting will be provided or sourced if needed 6. Participants and volunteers reminded to wear appropriate footwear 7. Where needed support vehicles/back markers will relay information and support any struggling participants. Lead support vehicle/front marker will relay any new hazards back to other support vehicles. 8. Participants required to wear a helmet and appropriate cycle gear 9. Participants reminded to wear appropriate footwear, SPD style pedals and shoes fitted to their bike 10. First aid available to provide first response to injury 	<p>Low</p>	
<p>Gas & Electricity e.g. Lighting, PA systems, LPG : Risk of electrical shock/burns/ explosions/fire from faulty equipment /installation.</p>	<p>Contractors</p>	<ol style="list-style-type: none"> 1. Ensure electrical equipment is in good working order prior to use. Equipment will be checked for damage, burn marks or fraying cables 2. Damaged equipment will be taken out use 3. Suppliers to confirm portable appliances tests and gas safety certificate are in date 4. Appliances will be suitable for the environment and the appropriate level of protection will be incorporated e.g. battery powered, reduced voltage, RCD 5. Suppliers carrying out installations will be competent 6. Generators will be positioned in a well-ventilated location outside, out of public routes and not adjacent to any marquees 7. Flammable liquids will be kept separate from sources of ignition and the general public. 	<p>Low</p>	

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<p>Crowd Control: Insufficient control of participants/ spectators resulting in crushing injuries.</p> <p>Media interest: members of the public may be injured whilst obstructing participants en route</p>	<p>Participants Volunteers Public</p>	<ol style="list-style-type: none"> 1. Site capacity will not be exceeded (committee will check site capacity with the venue) 2. Where appropriate barriers/stake and tape/fencing will be erected to separate members of the public from the participants 3. A suitable start and finish area that can accommodate the participants (and dogs where applicable) will be allocated 4. A nominated volunteer will monitor crowd levels and use PA system/megaphone to disperse crowd if required 5. A staggered start time will be used to reduce the risk of collisions and injury 6. Ensure adequate sanitary and refreshment facilities are available 7. Marshals placed along the route to monitor and guide participants 8. 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 	<p>N/A</p>	<p>N/A</p>
<p>Manual Handling: Inappropriate lifting techniques used to result in a musculoskeletal injury.</p>	<p>Participants Volunteers</p>	<ol style="list-style-type: none"> 1. Volunteers will follow the manual handling guidance available at: http://www.hse.gov.uk/msd/manualhandling.htm 2. Considerations will take into account individual capabilities 3. Participants are encouraged to ask the support staff for assistance when unloading from support vehicles. 4. Volunteers will not take part in manual handling activities if they have any pre-existing injuries or do not feel physically able to do so 5. Where appropriate a trolley will be used to move heavier objects that cannot be broken down into lighter loads 6. Participant briefing provides guidance on lifting 	<p>Moderate</p>	<p>Where load is too heavy, ensure people ask for help.</p>

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<p>Adverse weather Fatigue and Dehydration – Participant exertion/warm weather. Weather conditions could affect bike control and increase the risk of an accident</p> <p>Adverse wet/icy conditions could increase an accident risk.</p>	Participants, volunteers.	<ol style="list-style-type: none"> Participants will be required to bring along sufficient water and food supplies and encouraged to take regular breaks to rehydrate Regular breaks/stopping points are factored into the route. Participants will be encouraged to wear sun block/cream. Participants reminded to wear appropriate clothes considering the weather, and to reduce the risk of entanglement If at any time during the event a participant feels unwell they must immediately stop and seek medical advice Participants must be fit and able to participate in the event. The event will be postponed if weather conditions are deemed to pose a risk to participant safety 	Medium	<p>Continue to check the weather daily throughout the event, Support staff to advise participants accordingly. Participants advised to take regular breaks throughout the event</p> <p>Committee to decide who will be responsible for postponing/cancelling the event.</p> <p>Ensure volunteers are aware of emergency procedures and cancellation guidance.</p>
<p>Failure of Bike mechanical parts – Resulting in an accident or participant left stranded</p>	Participants	<ol style="list-style-type: none"> Participants have been advised to ensure their bikes are roadworthy, and able to cope with the event terrain. Participants are advised to get a full service on their bikes; a complete overhaul 4 weeks prior to the ride to allow any changed components to settle. Information pack stipulates Recommend items to bring to the event e.g. bike repair kit, mobile, helmet, clothing, footwear, bike lights, food & water Encourage participants to get a full service on their bike prior to the event and to carry out a final bike check on the day First aid Support vehicles on hand 	Medium	<p>Ensure Staff and volunteers are briefed on their roles and responsibilities prior to the start of the event.</p>

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<p>Lost people including participants and Children: – Road closures, changes to route or unclear directions could result in participants getting lost/Stranded</p>	<p>Participants Volunteers, Support Staff</p>	<ol style="list-style-type: none"> 1. Staff, Volunteers Contractors and Participants provided with a Rider Information pack with route maps, and support vehicle contact information included prior to the event. 2. Participants are required to bring GPS tracking system to aid in route directions and tracking location 3. Information on any road closures or road works will be requested from the local authority and highways agency prior to event 4. All participants given emergency contact numbers 5. Last support vehicle will carry out a sweep of the route to ensure no one is left behind and numbers are accounted for 6. Where possible signage and route markers placed along the way 7. Safeguarding risk assessment completed 8. Lost child process in place 9. Where possible routes will be planned and checked with a reputable company such as Sustrans/CTC/British cycle 10. Where possible research will be carried out to check for any road closures, road works with the highways agency 11. All participants will be checked at 3 designated stops during the day 12. All participants will be given emergency contact numbers 13. Cyclists will be required to carry their mobile phones, GPS 14. (participants encouraged to carry out safe calling e.g. pull over and dismount in a safe place to make a call) 	<p>Low</p>	<p>Further guidance on Children at Events available on request (for events aimed at under 18's). Refer to Safeguarding Assessment.</p>
<p>Food and Beverages: Risk of unsafe food management practices resulting in Salmonella, E. Coli or Norovirus.</p>	<p>All</p>	<ol style="list-style-type: none"> 1. Volunteers made aware of the Food Standard Agency Guidelines 2. Outsourced catering companies will follow a documented food safety management system such a Hazard Analysis Critical Control Point (HACCP) or Safe Food Better Business and their employees will hold a current food hygiene certificate 3. Allergen information and disclaimer will be on display 4. First aid available to treat burns, allergies etc. 	<p>Low</p>	

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Communication: Poor communication arrangements could result in slow reactions when dealing with incidents and emergencies.	Participants Volunteers	<ol style="list-style-type: none"> All communication systems (radios, mobiles, PA systems) will be checked to ensure they are in good working order Volunteers will use mobile phones to communicate If appropriate volunteers will use megaphone/PA/radio's Sufficient numbers of volunteers to be present on the day 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 each day 	Low	Volunteers to be easily identifiable as Cancer Research UK. Participants are advised to remain in contact and within a group wherever possible
Cash Collections and Security: Volunteers placed at risk due to insufficient cash handling procedures.	Participants Volunteers	<ol style="list-style-type: none"> Volunteers collecting will have a mobile phone and the details of who to contact in case of an emergency Money will be collected in sealed containers Cash received will be collected, counted and recorded by at least two individuals Cash will be held in a secure environment No one will hold or transport more than £3000 when alone Money will be banked within 48 hours where this is not possible e.g. public holidays then cash will be held in a secure environment until it can be banked on the next working day 	Low	Chair to be aware of guidance in the accounting for fundraising group's handbook.
Fire: Risk of serious or fatal injury from smoke inhalation or burns.	All	<ol style="list-style-type: none"> A method of raising the alarm will be established prior to the event and communicated to volunteers Smoking is not permitted, volunteers will ensure this is observed Escape routes will be kept clear of any obstructions by volunteers carrying out site checks Ensure purchased marquees are made of fire retardant material Committee to monitor candles during candle of hope ceremony Candles not placed next to combustible material Fire extinguishers within or in close proximity where possible <p><i>Emergency evacuation arrangements example –</i></p>	Low	

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		<i>If a fire is detected a coded announcement will be communicated over radio to allow volunteers to take up their evacuation positions. The attendees will be alerted by {insert here e.g. air horn, PA etc.} and told to make their way to nearest exits, volunteers will usher/direct the crowds enabling them to make their way to the fire muster point. The event organiser will call the fire brigade via 999. Re-entry to the site is strictly prohibited until the all clear has been given by the fire brigade, the event organiser will communicate this to the attendees (in such cases the event may need to postpone/cancel).</i>		
Unfamiliar landscape – foreign territories: language barriers and misunderstandings of signage could increase the risk of an accident	All	<ol style="list-style-type: none"> 1. Key signage and important information will be translated into the required language. 2. Participants advised to familiarise themselves with the route/roads and signage. 3. Participants required to abide by the highway code/rules of the road. 	Low	
Competency of participants/Groups: Lack of experience and skill could increase the risk of an accident.	participants	<ol style="list-style-type: none"> 4. Participants will be required to ride in an orderly manner and in accordance with the Highway Code/rules of the road. 5. Participants have been provided with information and instruction where necessary. 6. Support staff trained on how to deal with incidents throughout the event. 	Low	
Failure to plan for Major emergencies and injuries other than outlined in risk assessment	All	Ensure there is a plan that coordinates emergency and evacuation procedures, and this has been communicated with everyone connected with the event, with considerations of disabled and vulnerable persons. Ensure the CRUK Contact and On-Call Manager numbers is made available to all connected with the event.	Low	Ensure risk assessment is updated to reflect any changes i.e. route changes.