

Equipment/Operation/Environment Assessed: Physical events and social functions	Those at risk: All participants involved, bystanders	RISK ASSESSMENT		
Application: Training for charitable fundraising events		Others at risk: Event Organisers	Assessor: Steve Robinson	Assessment Ref: I.L. 01
		Date assessment carried out: November 2009		

HAZARDS & CONSEQUENCES (Equipment, Operational, Environment)	Pre-assessment score			Control Measures Required: Can the hazard be eliminated altogether? Can the hazard be replaced with something less hazardous? Can the hazard be separated from those it may harm? Can the work be reorganised to reduce the risk? Can personal protective equipment be used?	Post-assessment score			Remarks
	Sev.	Likely.	Risk		Sev.	Likely.	Risk	
1. Risks normally associated with Cycling on public roads and byways (including green lanes, bridleways, etc.)	5	4	20	<ul style="list-style-type: none"> Where reasonably practicable, cycle routes to be selected that give consideration to normally expected volumes of traffic and any applicable road traffic legislation. Where reasonably practicable, a suitably competent organiser will provide details of the event to participants in a pre-event briefing. Cycling events to be arranged to occur at a time when good visibility is expected (e.g. normal daylight hours), whenever practicable. Participants should satisfy themselves that any cycles and cycling equipment they choose to use is safe and fit for purpose before setting off. Suitable and sufficient emergency arrangements to be adopted in line with risks associated with any activities (e.g. mobile telephones carried, support vehicles available, first aid provisions, etc). 	5	2	10	<p>Participants accept that by choosing to embark on any activity they are accepting any risks and that the event organisers or any of their agents accept no responsibility for any injuries, loss, or damage – however caused.</p> <p>It is further assumed that any children and young persons attending will only do so after seeking consent from their parents/guardians.</p>

				<ul style="list-style-type: none"> Each event should be accompanied by a suitably competent organiser who will endeavour to monitor participants safety and well-being. At events where high numbers of participants are expected (e.g. more than 30) more than one organiser should be available, where reasonably practicable. Suitable clothing, including hi-visibility clothing is strongly recommended for all participants. Those participants leading and tailing cycling groups should wear this type of clothing where reasonably practicable. The use of suitable cycling helmets is strongly recommended. A “buddy” system should be encouraged where any participant might be potentially more vulnerable to risks associated from cycling (e.g. young persons with less experience). 				
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HAZARDS & CONSEQUENCES (Equipment, Operational, Environment)	Pre-assessment score			Control Measures Required: Can the hazard be eliminated altogether? Can the hazard be replaced with something less hazardous? Can the hazard be separated from those it may harm? Can the work be reorganised to reduce the risk? Can personal protective equipment be used?	Post- assessment score			Remarks
	Sev.	Likely.	Risk		Sev.	Likely.	Risk	
2. Risks associated with non-cycling activities (e.g. circuit training, social fund-raising events, etc)	5	4	20	<ul style="list-style-type: none"> Where reasonably practicable, a suitably competent trainer will provide advice to participants at physical training events. Where reasonably practicable, a suitably competent trainer will provide details of the event to participants in a pre-event briefing. Training events to be completed under suitably controlled environments, wherever practicable. 	5	2	10	Participants accept that by choosing to embark on any activity they are accepting any risks and that the event organisers or any of their agents accept no responsibility for any injuries, loss, or damage – however

				<ul style="list-style-type: none">• Suitable and sufficient emergency arrangements to be adopted at such events (e.g. telephone available for contacting emergency assistance).• Participants should satisfy themselves that they are suitably well and fit to embark on planned activities before commencing. They are encouraged to seek independent medical advice if in any doubt and/or if any relevant pre-existing medical concerns exist or are suspected.(e.g. cardiac conditions)• Suitable clothing, including footwear is strongly recommended for use by all participants.• Any cash should be retained safely and not held/stored in large sums.• Lone working should be discouraged and kept to a minimum.				<p>caused.</p> <p>It is further assumed that any children and young persons attending will only do so after seeking consent from their parents/guardians.</p>
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RISK RATINGS:

Risk ratings are calculated using the two charts below.

The Severity score relates to the most likely outcome of an individual being exposed to the hazard. E.g. Resulting in an injury.

The Likelihood score relates to the individual being exposed to the hazard and being injured. E.g. Opportunity of occurrence.

Multiplying the Severity by the Likelihood equals the RISK RATING.

*The **Pre-assessment score** is calculated considering the person to be fully fit and active and without special needs or requirements but is untrained and unqualified in this specific area being assessed.*

*The **Post –assessment score** is any remaining risk after **all control measures** have been implemented.*

The lower risk rating scores are only relevant once all the control measures are in place and actioned.

Severity		Definition	Likelihood		Definition
1	Negligible	None or a minor injury	1	Improbable	Not known to have happened before/unforeseeable event.
2	First Aid	An injury that would require first aid, visit to GP or A&E, but not incurring overnight hospitalisation.	2	Possible	Known to have happened before/reasonably foreseeable.
3	3 Days +	Requires 3 days or more convalescence	3	Occasional	Foreseeable annual occurrence.
4	Disability	Any injury as per 3 days + category that will leave the person with a permanent disability	4	Probable	Foreseeable monthly occurrence
5	Death	Fatality of one or more persons	5	Expected	Frequent regular occurrence

Likelihood scores are based upon a single user, the anticipated or actual frequency of operation and likelihood of occurrence.

Risk Ratings – 12 to 25 = HIGH risk, 8 to 11 = MEDIUM risk, 7 to 4 = LOW risk, 3 to 1 = MINIMAL risk.

The lower risk rating scores are only relevant when the control measures are in place and actioned.

Hazard	Responsibility	Minimum Standard	Status Implemented/ Outstanding	Date
1. Risks normally associated with Cycling on public roads and byways (including green lanes, bridleways, etc.)	Event Organisers	<ul style="list-style-type: none"> Where reasonably practicable, cycle routes to be selected that give consideration to normally expected volumes of traffic and any applicable road traffic legislation. 	Ongoing	
		<ul style="list-style-type: none"> Details of the event to be provided participants in a pre-event briefing. 	Ongoing	
		<ul style="list-style-type: none"> Cycling events to be arranged to occur at a time when good visibility is expected 	Ongoing	
		<ul style="list-style-type: none"> Suitable and sufficient emergency arrangements to be adopted. 	Ongoing	
		<ul style="list-style-type: none"> A suitably competent organiser should accompany events. 	Ongoing	
		<ul style="list-style-type: none"> A “buddy” system should be encouraged where any participant might be potentially more vulnerable to risks, 	Ongoing/as required	
2. Risks associated with non-cycling activities (e.g. circuit training, social fund-raising events, etc)	Event Organisers	<ul style="list-style-type: none"> Where reasonably practicable, a suitably competent trainer will complete pre-event briefings and provide advice to participants. 	Ongoing	
		<ul style="list-style-type: none"> Suitable and sufficient emergency arrangements to be adopted 	Ongoing	
		<ul style="list-style-type: none"> Training events to be completed under suitably controlled environments, 	Ongoing	
		<ul style="list-style-type: none"> Any cash should be retained safely and not held/stored in large sums. 	Ongoing/as required	
		<ul style="list-style-type: none"> Lone working should be discouraged and kept to a minimum. 	Ongoing/as required	

This safe system must be followed at all times. A copy of the full risk assessment is available on request.

ALWAYS:

NEVER:

This Risk assessment has been approved by the following persons	Appointment &/or Role	Name	Signature	Date
	For and on behalf of Inspired living.			
	Health And Safety Consultant	Steve Robinson		

- Wear appropriate clothing, including footwear, helmets, and high visibility outerwear, etc appropriate to the event.
- Only embark on any activity only if suitably competent, fit and otherwise able to complete safely
- Attend pre-event briefings and adhere to any safety advice offered.
- Ensure any equipment is suitable, safe, and compliant with any relevant legislation (e.g road traffic act).
- Comply with any local policies (e.g. at premises visited) and/or legislation (e.g. construction and use regulations).

- Undertake any activities unless you are certain you are able to do so safely.
- Use unlawful and/or unsafe equipment
- Ignore any safety instructions given by event organisers

REMEMBER: -

- Contact your local organiser if you have concerns with the safety of yourself or other participants.
- Participants accept that by choosing to embark on any activity they are accepting any risks and that the event organisers or any of their agents accept no responsibility for any injuries, loss, or damage – however caused.
- It is further assumed that any children and young persons attending will only do so after seeking consent from their parents/guardians

All Assessments must be made available to the staff and be available for inspection during any Audits and by Enforcing Authorities

Highest Rating without control:	6	Highest Rating with control:	3	This assessment will be reviewed following Inspired Living being notified of any significant changes to equipment, processes, legislation, or environment, or following the investigation of any significant incidents. And annually by the organisation team
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Summary:

Assessment Review Due to:

Review of risk assessment to be undertaken as a minimum before end November 2010 or if the above events occur.

Review Date	Reason for Review	Review Completed by:	Signature	Review Date	Reason for Review	Review Completed by:	Signature
1.				4.			
2.				5.			