

CYCLE RIGHT RISK ASSESSMENT



SCHOOL/VENUE: _____

NO. OF GROUPS/PARTICIPANTS: _____

NATURE OF RISK	LEVEL OF RISK			ACTION TO MITIGATE RISK (OR ACCEPT) (Highlight action in colour)
	1 (low)	2 (med)	3 (high)	
INDOOR – Corridor, tripping				WALK/LOOK AT ALL TIMES, SINGLE FILE
INDOOR – Stairs, tripping				WALK/LOOK AT ALL TIMES, SINGLE FILE
INDOOR – Room, desk corners				WALK/LOOK AT ALL TIMES, SINGLE FILE
INDOOR – Room, bags and baskets (tripping)				WALK/LOOK AT ALL TIMES, SINGLE FILE
INDOOR – Room, cables and flexes (tripping)				WALK/LOOK AT ALL TIMES, SINGLE FILE
YARD – door/window openings				CORDON OR MOVE WORK AREA
YARD – structures (basket-ball poles etc.)				CORDON/HIGHLIGHT
YARD – detritus (broken glass etc.)				CORDON/SWEEP UP, REMOVE
YARD – borders (walls, railings, fences etc.)				CORDON/HIGHLIGHT/RESTRICT SPEED
YARD – Shores, gulleys and drains				CORDON/HIGHLIGHT/RESTRICT SPEED
YARD – Trees				CORDON/HIGHLIGHT/RESTRICT SPEED
YARD – Kerbs				CORDON/HIGHLIGHT/RESTRICT SPEED
YARD – Shelters				CORDON/HIGHLIGHT/RESTRICT SPEED
YARD – Vehicles, parked and moving				CORDON/HIGHLIGHT/RESTRICT SPEED
YARD – Bins				CORDON/HIGHLIGHT/RESTRICT SPEED
YARD – Steps				CORDON/HIGHLIGHT/RESTRICT SPEED
YARD – slopes				CORDON/HIGHLIGHT/RESTRICT SPEED
YARD – surfaces				CORDON/HIGHLIGHT/RESTRICT SPEED
YARD – projecting corners				CORDON/HIGHLIGHT/RESTRICT SPEED
YARD – other participants				SLOW SPEED APPROACH AT ALL TIMES
ROAD – Traffic volume				CHANGE TIME/ROUTE POSTPONE
ROAD – Area suitability				CHANGE TIME/ROUTE POSTPONE
ROAD – Time suitability				CHANGE TIME/ROUTE POSTPONE
ROAD – Type of road				CHANGE TIME/ROUTE POSTPONE
ROAD – Surface				CHANGE TIME/ROUTE POSTPONE
ROAD – Junctions				CHANGE TIME/ROUTE POSTPONE
ROAD – Edges and pathways				CHANGE TIME/ROUTE POSTPONE
ROAD – Pedestrians and animals				CHANGE TIME/ROUTE POSTPONE

TRAINER: _____ SIGNATURE: _____

SCHOOL/VENUE: _____ SIGNATURE: _____

CYCLE RIGHT

RISK ASSESSMENT MATRIX



LIKLIHOOD OF OCCURRENCE

IMPACT	NOT LIKELY	POSSIBLE	PROBABLE	LIKELY	DEFINITELY
MINOR					
INTERMEDIATE					
MAJOR					

Sample occurrences: Clothing jam; Helmet flaw; Bike Worthiness; Poor Weather; Surface Quality; Local Environment; Motorised Traffic; Pedestrians/Animals; Time of Day; Visibility; Cyclist Skill; Cyclist Behaviour; Speed; Road Works; Street Furniture; Volume of Parked Traffic; Local Events

The trainer needs to risk assess

- The training environment and other people
- The trainees and other people involved in the training programme
- The trainees bicycles and other equipment

Recommended Actions/Strategies to minimise risk:

1. Change time of session to a low traffic time (eg not close to school start or end of day).
2. Check weather forecast – postpone session to better weather day.
3. Advise trainees to bring warm jacket/gloves/water bottle.
4. Advise trainees of possible hazards to expect over the session and the communication signals that will be used to advise of these (eg car up/car down).

CYCLE RIGHT

RISK ASSESSMENT MATRIX



AFTER ACTION - LIKELIHOOD OF OCCURRENCE

IMPACT	NOT LIKELY	POSSIBLE	PROBABLE	LIKELY	DEFINITELY
MINOR					
INTERMEDIATE					
MAJOR					

Items still falling in the MAJOR/PROBABLY/LIKELY/DEFINITELY boxes on the matrix AFTER ACTION should flag a revision of route/session structure.

Findings and mitigating actions taken:

Review:

Risk Assessments should be filed and referred to on returning to the venue. Reviews should be updated as required on visits (ie when circumstances have changed).

CYCLE RIGHT

CONSIDERATIONS IN MAKING RISK ASSESSMENTS



- **Select and plan a route, SAFETY** of the route should be a major deciding factor while ensuring that key aspects appropriate to the training level of participants are included. Will the route be
 - **Circuits** of a shorter route?
 - **Looped** out and back from a central venue?
 - Focussed on an **orientation** (left- or right-handed)?
 - Consider **access to the venue** in case of **emergency** or **mechanical breakdown**
 - ~ Is there **network coverage**?
 - ~ Is the venue in **walking distance** (should it be planned this way)?
 - Is there a **suitable** venue to hand or should the group meet elsewhere to access a suitable route?
-

- Take time to **plan** a journey to **avoid hazards** – the shortest route is not always the safest.
-

- **Risk assess** the route in **advance**, Trainers should know everything about the route, **road conditions, junctions, mileage, stops**, etc. This risk assessment should be done:
 - Ideally **on a bike** to get the actual sense of the journey and conditions.
 - By **mapping** and then pre-driving or cycling the route if distance is an issue.
 - Doing a reconnaissance or recce of the route beforehand allows the Trainer to focus on leading the group on the day rather than navigating while moving.
-

- **Plan your stops**
 - Any junctions or features that that may require some additional attention or discussion before approaching.
 - Places suitable to stop the group for feedback and switch over of leaders.
-

- Consider **local conditions** at the planned time for the journey
 - **Weather** forecast for the day, will it impact the journey, will it force review or postponement.
 - **Traffic** (road and pedestrian) for the time of journey – are schools opening closing, are there church services (mass, funeral) that may impact?
 - **Events** – are there events planned locally which will impact on the journey eg wedding, local fair.
 - **Roadworks**.
 - Aim to have a Plan B
 - ~ Reschedule within the same day
 - ~ Postpone
 - ~ Change route (only possible if alternatives have been risk assessed from the outset).
-

- Decide on **pace and distance**
 - Appropriate to abilities of the group.
 - Appropriate to the fitness level of the group.
 - Appropriate to the environment eg hilly or flat, trafficked or not, main or minor roads.
-

- **Document** a Route Card or Cue Sheet of planned journey (this might be done by trainees at Stage 3).
- **Arrive early**, be available to answer questions about the ride, mileage, rest stops, etc.
- Ensure all participants perform their **equipment checks**.
- Pre-Ride **briefing** to whole group.
- Reinforce **group cycling etiquette**, rules of the road and communication which must be adhered to throughout the whole journey.