

Ref: GH-ES003a v3 M & ABC checks (on bikes & scooters)

Risk assessment and plan

Refer to the Sustrans Risk Assessment Procedure (H&S/PRO/02) and Risk Assessment Standard (H&S/PRO/12) for further information on assessing and managing risks.

Description of activity			
Event location	Schools in Peterborough	Event date	Various (within 2017-18 academic year)
Sustrans H&S references	RA32 Dr Bike	Additional references	See GH-ES003v4 Dr Bike This document to be read in conjunction with the RA Tracker sheet

Description of work activities, processes, etc. covered by the assessment:

'M' check and 'ABC' check on Bikes and Scooters encourages children to learn how to check their bikes or scooters before they ride. This is often incorporated with a classroom based bike mechanic session.

Location of activity:- Please refer to details on RA Tracker sheet

Sustrans out of hours emergency telephone number: 08448 480226

* Refer to "Risk quantification model" on the last page

What are the hazards?	Who might be harmed and how?	Control measures	Risk Rating*	Do you need to do anything else to manage this risk?	Action by whom and when?	Date Action Complete
'M' check and 'ABC' check on bikes and scooters	All participants - (+ instructor & assistants) At risk of: Minor to medium (grazes, cuts, lacerations, trapped fingers, eye injuries, dermatological problems, musculoskeletal strains)	<input type="checkbox"/> Adult supervision at all times from Bike It Officer, volunteers and a schools member of staff. <input type="checkbox"/> Clear instructions given at the start of the session <input type="checkbox"/> Participants to take it in turns to collect bikes or scooters from cycle or scooter shelters. If applicable <input type="checkbox"/> Bikes or scooters to be walked to and from designated area– an adult to supervise at all times <input type="checkbox"/> Suitable working area provided for the activity to take place <input type="checkbox"/> Non latex gloves provided if required	2			
Practice Tyre inflation	All participants - (+ instructor & assistants) At risk of: Minor to medium (grazes, cuts, lacerations, trapped fingers, eye injuries, dermatological problems, musculoskeletal strains)	<input type="checkbox"/> Adult supervision at all times from Bike it Officer, volunteers and a schools member of staff. <input type="checkbox"/> Clear instructions given at the start of the session on how to attach the pump to the valve <input type="checkbox"/> Clear instructions on the maximum tyre pressure and supervising adult to monitor pressure <input type="checkbox"/> Suitable working area provided for the activity to take place	2			

(Optional) List any supporting documents, photographs, plans etc. attached to this report:

Event staff		
Name	Role	Contact telephone number
Gemma Hughes or Eric Schneider	Main cycle mechanic	07554 431327 (GH) or 07824 486172 (ES)

Plan completed by			
Name	Eric Schneider & Gemma Hughes	Date	22/08/2017

Plan reviewed and approved by			
By implementing this plan, I am satisfied that the Health and Safety risks associated with the event will be reduced to an acceptable level.			
Name & position		N/A	Date
Line manager signature (if counter signature required)			Date
	Rowan Wilson – Delivery Co-ordinator		24/08/17

- You will need to allow a minimum of two weeks before the date of the event/activity to allow your line manager time to review and authorise the RA plan**

Risk quantification model:

		Severity (Se) rating		
Probability (Pr) rating		Minor (1)	Serious (2)	Major (3)
Low, may happen (1)		1	2	3
Medium, could happen (2)		2	4	6
High, will happen (3)		3	6	9

Risk categories:

Acceptable	Marginal	Moderate	Unacceptable
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A. Risk quantification model:
 A.1 The 'risk quantification model' provides an estimator that can be used to ensure a consistent approach is used for quantifying risks based on a simple matrix of 'probability of occurrence' and 'severity of outcome'. In effect, risk equals probability multiplied by severity, $R_i = Pr \times Se$.

Probability (Pr) that an event will occur.

Probability (Pr)	Rating	Criteria to consider in relation to the hazard being assessed
Low, may happen	1	Where harm will seldom occur. A hazard is rarely approached and/or is infrequently present in the workplace, e.g. a less than 25% chance that the hazard will be experienced if, for example, the work was being undertaken for an 8-hour average working day.
Medium, could happen	2	Where harm will often occur. A hazard is sometimes approached and/or is frequently present in the workplace, e.g. between a 25% and 75% chance that the hazard will be experienced if, for example, the work was being undertaken on for an 8-hour average working day.
High, will happen	3	Where it is certain that harm will occur. A hazard is always approached and/or is permanently present in the workplace, e.g. a greater than 75% chance that the hazard will be experienced if, for example, the work was being undertaken for an 8-hour average working day.

Severity (Se) of the outcome if the event is realised.

Severity (Se)	Rating	Criteria to consider in relation to the hazard being assessed
Minor	1	Injuries that are unlikely to be reportable under RIDDOR, e.g. superficial or minor first-aid injuries such as minor cuts, bruises, eye irritation, nuisance skin irritation, transient or non-persistent coughing etc; and small fires with little or no disruption.
Serious	2	Injuries that are likely to be reportable as a >3-day injury under RIDDOR, such as lacerations, burns, strains and sprains, minor fractures to the fingers or toes, non-permanent work-related upper limb disorders, eye irritation, persistent coughing, nausea, breathing distress, dermatitis, chrome and other ulcerations; and minor fires causing transient disruption.
Major	3	Injuries that are likely to be reportable as major injuries under RIDDOR, such as fatalities, amputations, major fractures, multiple injuries, permanent work-related upper limb disorders, poisonings, permanent or semi-permanent blindness, occupational cancers, acute or severely life-shortening diseases, occupational asthma, etc; and fires causing significant disruption and/or major loss to or destruction of property or premises.

A.2 The following explains the typical actions required to manage different risks categories. In simple terms, the higher the risk category, the greater the potential for a serious incident, injury or fire and, consequently, greater controls are required.

(i) An unacceptable (or high) risk, a risk rating of 9.
 Such risks in the workplace are unacceptable and work should not commence. If work is in progress, it must be stopped immediately until such actions are taken as to reduce or control the risk to an acceptable level. Temporary controls, except in an emergency situation would not be sufficient to justify work commencing or continuing. Risk reduction plans should be documented and fully implemented before recommencing work.

(ii) A moderate risk, a risk rating of 6.
 Such risks are unacceptable and work should not commence. If work is already in progress, it should be suspended until such actions are taken as to reduce or control the risks. This could include the use of temporary control measures until a permanent solution is implemented. Existing controls require careful management and supervision to ensure their effective implementation. A written action plan should be developed to further reduce or control the risks.

(iii) A marginal risk, a risk rating of 3 or 4.
 Such workplace risks are tolerable and, generally, work can commence or continue. However, if appropriate, a written action plan should be developed to further reduce or control the risks to a more acceptable level. The existing control measures are generally appropriate to control or manage the risks, but require on-going management supervision, such as by an audit, to ensure their continuous implementation.

(iv) An acceptable (or low) risk, a risk rating of 1 or 2.
 Such risks are, generally, seen as being acceptable without any specific workplace controls being required. Any existing controls are appropriate to manage the risks. Management supervision and employee training are required to ensure the existing controls, including the use of personal protective equipment (PPE), are implemented.

Form specific risk assessment and plan	Page:	4 of 4
	Issue level:	1
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