

(to be used in conjunction with daily Risk Assessments)

Hazard	Who	Risk Before Controls	Controls	Risk After Controls
General	Participants/ Workforce General Public	High	Clear briefings and supervision First Aid Kit present All accidents, incidents and near misses reported and recorded appropriately and reviewed. Any review recommendations implemented Volunteers to precheck routes for potential hazards. Named leader to point out potential hazards to participants before they commence cycling. Additional risks observed on the day of an adapted cycling session to be recorded on daily risk assessment.	Low
Manual handling when lifting and moving bikes	Participants Workforce	Medium	Briefing on appropriate manual handling techniques to be given and employed.	Low
Mechanical failure / equipment damage	Participants Workforce General Public	Medium	Bikes checked before use-workforce to sign that [re checks have been carried out Detailed records kept of bike checks and maintenance/repairs Repair kit and spares carried. Mobile phone carried Bikes to only be cycled on designated route within the park Any mechanical work to be checked by Matthew Shaw (accredited bike mechanic) Adjustments to the bike be made by the ride leader only.	Low
Falling off bike	Participants Workforce	Medium	Appropriate briefing, appropriate equipment to be used and worn. Specific notice to be taken of footwear, laces and trouser ends Helmets fitted correctly and worn Bikes to be ridden at low speed. Check participants are able to steer and brake competently. Demonstration will include safe practice advice when cycling e.g. turning, speed, breaking.	Low-medium

RA GENERAL MW 05/2022 CYCALL

**RISK ASSESSMENT- CYCALL RIDES****Location: Brooklands Park, Worthing, West Sussex****May 2022**

Head injury	Participants Workforce	Medium	Appropriate helmet fitting briefing. Helmets to be worn whilst moving. Use of helmet disclaimer for those unable to wear a helmet	Low
Collision with other riders	Participants Workforce General Public	Medium	Appropriate supervision around the track to prevent collision. Named leader to brief cyclists about leaving space between each other or if passing each other.	Low
Collision with pedestrians	Participants Work force General public	Medium	Bell used to make pedestrians aware of the approach Speeds to be kept low Adequate supervision around the track. Named leader to advise on hazard during demonstration. Thorough familiarisation with bikes will be ensured. Competency test of participants to be carried out. Cyclists to be warned to be made aware of other users of the park. I.e.dog-walkers. Due care and utmost consideration to be given to other users of the park.	Low
Aggravation of existing injuries / medical conditions	Participants Workforce	Medium	Pre-ride info will be emailed to participants and will outline activity requirements. All participants or caregivers will complete personal information forms with the opportunity to declare any existing problems and CYCALL team members will be made aware of anything declared.	Low
Medical seizures/attacks	Participants Workforce	High	Caregivers will be responsible for delivery of First aid/emergency care as made clear in pre-ride information. All participants and workforce will complete Personal Information forms with the opportunity to declare any existing conditions, medications etc. to help in delivery of First Aid.	Low
Snagging of jewellery, scarves, loose clothing on equipment	Participants Workforce	Medium	Participants are told to remove all jewellery, scarves and loose clothing which could potentially snag.	Low
Choking	Participants	Medium	Participants will be advised not to eat when cycling.	Low

**RISK ASSESSMENT- CYCALL RIDES****Location: Brooklands Park, Worthing, West Sussex****May 2022**

Hypothermia/Hyperthermia	Participants Workforce	Low	Participants will be advised to attend sessions appropriately dressed for prevailing weather conditions. Participants will be advised to wear sunscreen in hot weather. Cold drinks to be provided in hot weather and breaks to taken regularly	Low
Insect stings and bites	Participants Workforce	Medium	The site will be checked for nests	Low
Injury from playing games	Participants Workforce General Public	Medium	Group leaders/caregivers will supervise playing of games. Games will not be provided if grass is wet/slippy. Group leaders/caregivers will decide on the suitability of the games in relation to an individual's ability.	Low
Injury from moving vehicle	Participants Workforce General Public	Low	Only two vehicles will be allowed to access the container. Car will display hazard lights. Vehicles will move slowly with extreme due care to pedestrians. Moving vehicles will be guided for safe entry/exit	Low
Poor supervision of event/groups/children	Participants Workforce General Public	Medium	Prior to CYCALL rides, caregivers/parents/group leaders will be given a 'CYCALL' Ground Rules and sign Terms & Conditions regarding their responsibilities	Low
Surface of Brooklands Park, Worthing (potholes etc)	Participants Workforce General Public	High	Health & Safety Officer to carry out check of ground prior to erecting gazebo Routine RA to be filled in with any hazards for the day If heavy rain prior to event, the event is cancelled	Low
Refreshments	Participants Workforce General Public	High	Adults make hot drinks. No hot drinks to be left unattended.	

**WHAT CAN CAUSE HARM?**

- Inclement weather
- Icy / wet surfaces causing skidding
- Unfitness
- Separation from group
- Injury no-one to assist
- Poor maintenance causing accidents / extra effort
- Break downs
- Access by emergency services
- Delay in hospital treatment

**RA GENERAL MW 05/2022 CYCALL**

## RISK ASSESSMENT- CYCALL RIDES

Location: Brooklands Park, Worthing, West Sussex

May 2022

### GUIDANCE FOR Workforce Supervision / Instruction

- All activities must have adequate supervision provided by group attending
- A group leader over 18 years of age must accompany each group or individual
- Groups must remain together and supervised at all times..
- Instruction should take place according to an individual's ability.

### EQUIPMENT

- All equipment to be checked prior to use.
- Equipment to be cleaned after use
- Bikes should be checked prior to use.
- Bikes cleaned down after use and adjusted as required.

### PROTECTIVE WEAR

- Appropriate clothing and footwear to be worn at all times.
- Safety helmets to be worn at all times.

### FIRST AID / EMERGENCY

- Means of communication must be available at all times; mobile phone or two way walkie talkie (4 available)
- Workforce should have prior knowledge of accessible areas for emergency vehicles.
- If groups are involved in an incident or accident, please make sure relevant books are filled in; accident books can be found in 1st Aid kit
- Users must declare relevant medical conditions prior to use.
- Emergency first aid recovery drills in place.
- Maintenance procedures in place and recorded.

## Gazebo Risk Assessment

Hazard	Who	Risk Before Controls	Controls	Risk After Controls
Vehicle movements- Collisions with other vehicles and pedestrians	Participants/ Workforce General Public	High	Only two vehicles will be allowed to access the container. Car will display hazard lights. Vehicles will move slowly with extreme due care to pedestrians. Moving vehicles will be guided for safe entry/exit	Low
Slips, trips or falls in or near gazebo/feather flag	Participants Workforce	Medium	No guide ropes to be used. Gazebo will not be erected during inclement weather. A volunteer will always remain with the gazebo CYCALL equipment will be contained within the confines of the gazebo at all times Feather flag to be in a prominent, visible position and secured with sandbags	Low

RA GENERAL MW 05/2022 CYCALL

**RISK ASSESSMENT- CYCALL RIDES****Location: Brooklands Park, Worthing, West Sussex****May 2022**

Fire & health risk -disposal of litter	Participants Workforce General Public	Medium	Bins and black bags will be provided - litter removed from site after event	Low
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