



# Risk assessment form (H&S)

<b>Name of assessor(s)</b>	Ian Constable	<b>Group / Establishment:</b>	SSE
<b>Date</b>	16/01/2020		

<b>What is the workplace / activity / equipment / conditions (delete as appropriate) being assessed:</b>	<b>How was the assessment done?</b> e.g. desktop exercise, site visit, in consultation with employees, managers, safety representatives?	<b>Next review date:</b>
		January 2021
Offsite mountain biking takes place within the Quantock hills – we have a set route that is used for the few groups that do off site mountain biking. Start & finish points are followed on from this document, including grid ref.	Route research and visit completed, regular rider on Quantocks	<b>Mobile reception / nearest landline</b>
		Varied

Who could be harmed, and how?	What is already being done to control the risks?	*Risk Rating Severity x Likelihood			What further action is recommended to reduce risks further?	Action by whom?	Date action due	Date action done
		S	L	S x L				
<b>All participants</b> – slips, trips & falls	<ul style="list-style-type: none"> <li>Clear safety brief to all</li> <li>Session explained to all – aims – route – etc</li> <li>Appropriate clothing</li> <li>Impeccable group management</li> <li>Braking function to be explained before session starts, rear brake V's front brake, planning ahead, seeing potential risks beforehand</li> <li>Participants to be taught how to select appropriate gear</li> <li>Instructor to assess abilities of the group and individuals, session to be adapted to suit ability of the group</li> <li>Additional staff to support the lead instructor(s)</li> </ul>	4	2	8	The risk is minimised so long as the instructor is progressing the group in line with their ability. Excellent group management and thorough observation by instructor and supporting staff is essential. Health benefits, skills and knowledge that the participants will learn, will help transfer into other environments after their session. They will hopefully gain better understanding and control of	All lead instructors	continuous	

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	<ul style="list-style-type: none"> <li>Helmets and any other PPE to be worn throughout the entire session</li> </ul>				their bike in different terrains. Giving them confidence to continue after their residential experience with us.			
<b>All participants</b> – getting lost / becoming separated	<ul style="list-style-type: none"> <li>Close supervision and group management at all times</li> <li>Regular head counts</li> <li>Muster points communicated with all</li> <li>Route card and timings left at the centre</li> <li>Safety brief and staying together communicated with the whole group</li> </ul>	5	1	5				
<b>All participants</b> – Collisions	<ul style="list-style-type: none"> <li>Instructor to explain leaving a safe gap between each other, throughout the session</li> <li>A thorough safety brief given to all participants</li> <li>Supporting staff to observe and assist with group management</li> <li>Continuous reminders of group spacing</li> <li>Instructors to be in PMU where possible</li> <li>Bikes are maintained and checked before the start of every session and at the end</li> <li>Muster points are communicated with the group for each leg of the ride</li> </ul>	4	2	8	The risk is minimised so long as the instructor is progressing the group in line with their ability. Management of group/party leader expectations is essential. The health benefits and skills which children learn are then transferred into their home environment (better bike control, understanding of braking, balance, safe riding position) and make this a worthwhile activity to partake in, whilst accepting the elevated associated risks.			
<b>All participants</b> – injury caused through impact with the bike itself	<ul style="list-style-type: none"> <li>Maintain a seated position at all times unless explained not to by the instructor(downhill)</li> <li>Feet to remain in contact with the pedals</li> <li>Seat height adjusted for each individual by instructor</li> <li>Level pedals explained to participants when travelling over uneven ground and downhill</li> </ul>	4	2	8				

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<b>All participants – Falling off the bike</b>	<ul style="list-style-type: none"> <li>Safety brief given to all</li> <li>Safe &amp; correct use of brakes &amp; gears communicated to all</li> <li>Continuous reminders of safety points throughout session</li> <li>Keep group together, work to their abilities</li> <li>Insure seat position is correct throughout the session</li> </ul>	2	3	6				
<b>All participants – hyper/hypothermia</b>	<ul style="list-style-type: none"> <li>Weather forecast to be checked at the start of the day – mentioned in am briefing</li> <li>Ensure participants are appropriately dressed</li> <li>Monitor participants throughout session</li> <li>Ensure participants stay hydrated</li> <li>If weather becomes too hot/cold, electrical storms are closer than 2 miles, the session should be abandoned or routes changed where possible</li> </ul>	5	2	10	The risk is minimised so long as the instructor is progressing the group in line with group ability. Management of group/party leader expectations is essential. The health benefits and skills which children learn are then transferred into their home environment (better bike control, understanding of braking, balance, safe riding position) and make this a worthwhile activity to partake in, whilst accepting the elevated associated risks.			
<b>All participants – Equipment failure/not properly maintained</b>	<ul style="list-style-type: none"> <li>'M' check of each bike before the start of every session &amp; once unloaded form trailer</li> <li>Ensure helmets are in good condition and fit individuals correctly</li> <li>if any problems with equipment happen whilst out, a tool kit and spares can be used to best fix the issue</li> <li>monthly inspections are carried out on all equipment along with checks at the start of every session</li> </ul>	4	1	4				

\* [Click here](#) for guidance in calculating Risk Rating. Rate the **severity** of the potential harm (between 1-5, where 5 is fatal) and the **likelihood** of the harm occurring (again 1-5 where 5 is very likely). Guidance is at [HS 004](#).

Please now pass this assessment to your manager for approval				
<b>Name of assessor's manager:</b>		<b>Date:</b>		<b>Manager's comments</b>
<b>Signature:</b>				