

Date of Assessment: 24th May 2024 **Completed by:** David George

This is a generic Risk Assessment (RA) for Bike Active North Suffolk sessions – specific RAs will be provided for each identified BANS route.

Overview of Risk Assessment:

Bike Active North Suffolk (BANS) are an organisation comprising entirely of volunteers; mostly experienced cyclists, who provide a safe cycling experience for adults with physical and/or learning disabilities, on quiet routes Suffolk. This is provided through one-to-one supervision on a range of cycles, ranging from standard solo units to specially designed pedal cycles, suited to the requirements of the service user.

Ride Coordinators and Ride Leaders will always locate, follow, design, and assess routes which are deemed to have an overall risk deemed to be **LOW**. Each of these will have their own designated RA.

A pre-job brief will be conducted before each ride or session, by the coordinator or ride leader. The brief will consider risks detailed below, route-specific risks, and client/volunteer specific risks. A post-job debrief will also be conducted by the same person, with records kept for learning points as necessary.

Potential Hazards & Risks:-

1. Weather conditions (i.e. temperature, wind, rain, snow, ice, or fog)
2. Hazardous surface (i.e. potholes, debris on route)
3. Falls (i.e. from the bicycles and/or storage/transport equipment)
4. Collisions or near collisions with other route users
5. Encountering animals (with or without leads) along the route
6. Mechanical failure of bicycles during the session ride
7. Medical incidents or emergencies (during the session ride)
8. Injury during equipment transportation or loading/unloading activities

Hazard or Risk	Persons at Risk	Risk Level (H/M/L)	Control Measures To Reduce Risk
Weather	Clients & Volunteers	M	A review of the weather forecast will be undertaken by the session leader or ride lead, 48hrs and 24hrs in advance of the

			<p>session; followed by a final assessment on the session day in consultation with the volunteers. Sessions will only go ahead if risk level is determined to be low. If a decision is taken to cancel, all clients and volunteers booked for that day will be notified by the most suitable method ASAP and a message will be displayed on the booking site as required.</p> <p>Clients and volunteers are responsible for providing their own appropriate clothing for the weather conditions, as well as sun protection and to drink plenty of water. The ride leader should warn/remind all riders of such requirements before setting off.</p>
Hazardous surface (pothole or debris)	Clients & Volunteers	M	<p>Route to be used is to be checked by a designated volunteer prior to each ride session, who will remove such hazards at that time. Volunteers to be briefed on any significant remaining hazards by the Session or Ride leader. There will always be a designated "Ride Leader" who will spot and warn the group of changing or approaching hazards, and can curtail the ride as necessary.</p>
Falls (from bikes)	Clients & Volunteers	M	<p>Prior to riding any of BANS specialised bikes, all volunteers will undertake a training session on each bike, overseen by the BANS Training Officer, who is experienced on the use of such adapted bikes. Volunteers will only be allowed to use those bikes on which they have been deemed to be safe and proficient. Prior to the session, each clients needs will be assessed by the session leader in conjunction with information provided by the client and/or client carer or person making the booking. The session leader assigns a bike to the client, but this may be changed on the day of session, if agreed with the client/carer.</p>

			<p>Clients and volunteers are responsible for providing their own appropriate footwear for all activities.</p>
Falls (during transportation and loading / unloading)	Volunteers	M	<p>Volunteers are not to climb upon open-racked trailers (e.g. bike trailer) unless supported by a minimum of one additional volunteer.</p> <p>Volunteers are responsible for providing their own appropriate footwear for all activities.</p>
Collisions	Clients & Volunteers	L	<p>Sessions to take place only on quiet designated and specifically-risk assessed routes. Prior to each session, a designated volunteer will place signs to warn other road or cycle path users of the presence of cyclists with disabilities. A designated "Ride Leader" be positioned between 2-20m ahead of the group, to warn other route users as the group approaches. Another designated "Tail Rider" will be positioned behind the group to ensure that the whole group is warned of any approaching (faster) runner, cyclist or vehicle.</p> <p>All clients and volunteers will wear cycle helmets.</p> <p>Some bikes may incorporate use of lights, regardless of weather, to increase other route users (some lights may incorporate cameras).</p> <p>All volunteers will wear high visibility jackets, bibs or tabards.</p> <p><u>Notes:</u></p> <p>BANS will have in place appropriate Public Liability Insurance to cover all relevant activities.</p> <p>BANS will normally have at least one volunteer rider provided with cycle-safety</p>

			cameras, should any learning or incident occur requiring appropriate action.
Encountering animals	Clients & Volunteers	L	<p>Signs will warn other route users (e.g. verbally or by use of a bicycle bell) of the existence of disability group riders.</p> <p>All volunteers to thank animal owners upon passing, to heighten their awareness of the likely existence of cyclists.</p> <p>Ride leader to forewarn dog/animal owners as the group approaches, such that restraint and/or calming can take place.</p> <p>Ride leader to halt the ride if it is suspected the animal may be unpredictable or present other hazard, including leads across the route.</p>
Mechanical failure during a session	Clients & Volunteers	L	<p>All bikes will be checked for any defects prior to rides – including restraint and locking systems. Any new equipment will be similarly thoroughly checked before first use.</p> <p>All bicycles, regardless of motive power, will be subject to an annual maintenance and inspection regime.</p>
Medical incidents or emergencies during a session ride	Clients & Volunteers	L	<p>A first aid kit will be carried on every session ride, and at least one BANS volunteer will have “in-ticket” recognised first aid training.</p> <p>The selected session routes will have adequate mobile phone coverage.</p> <p>Vulnerable or high need clients will have at least one respective carer accompanying them on all session rides.</p> <p>Adequate water of clean (drinking quality) water must be available at the start/end point of each ride, before commencing a session.</p> <p>Note - Although BANS will not request detailed background disability or medical</p>

			information from a client or carer, those people are responsible for the disclosure of relevant information to the Session Lead, Ride Lead, and session first aider where this may give rise to increased risk of a medical situation or incident during the ride.
Injury during loading &/or transportation	Volunteers		<p>Volunteers will not be expected to load or unload equipment unless judged fit to do so. All volunteers will complete Manual Handling familiarisation by reading (and confirming to the training lead) the online guidance at: www.hse.gov.uk/msd/manual-handling/training.htm</p> <p>Training and guidance for volunteers for best practice for bike handling, will be an ongoing process.</p> <p>Where certain equipment is deemed to be particularly complex or specialist in nature (e.g. correct application of locks, restraints and protective systems), then specific training will be given to volunteers before they are assigned to use it. The Training Officer will ensure this training is available and monitored.</p>

Review due: 4th January 2026



A. Earl

2/10/24



DAVID GEORGE

02/10/24