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| **Risk Assessment** | | | | |
| **Risk Assessment for the activity of** | **Trip to BikePark Wales and Afan Forest** | | **Date** | **15/10/22** |
| **Unit/Faculty/Directorate** | **SUMBC** | **Assessor** | **Jake Mumford** | |
| **Line Manager/Supervisor** | ***Alexander Cook*** | **Signed off** | ***JM*** | |

| ***PART A*** | | | | | | | | | | |
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| **(1) Risk identification** | | | **(2) Risk assessment** | | | | **(3) Risk management** | | | |
| **Hazard** | **Potential Consequences** | **Who might be harmed**  **(user; those nearby; those in the vicinity; members of the public)** | **Inherent** | | |  | **Residual** | | | **Further controls (use the risk hierarchy)** |
| **Likelihood** | **Impact** | **Score** | **Control measures (use the risk hierarchy)** | **Likelihood** | **Impact** | **Score** |
| Food Allergy / poisoning | Allergic reaction/illness from the consumption/exposure to food/drink | User, those nearby | **2** | **3** | **6** | **- Details of members allergies/intolerance will be recorded during event registration**  **- President and Vice president have completed** lvl2 food prep course  **- All food will be prepared per the guidelines in the lvl2 food preparation course.** | **1** | **3** | **3** |  |
| Falling whilst riding the trails. | Personal injury | User, those nearby | **3** | **3** | **9** | **-members must wear personal protection, including helmets and knee pads, while riding. This is in accordance with the SUMBC and H&S policies at each venue.**  **The trail provider will issue their own risk assessment.**  **-At least one member will have a phone to dial emergency services if needed.**  **-at least one committee member will always carry a first aid kit. Social Sec. will be in attendance and is first aid trained.**  **-All members bicycles (including club bikes) will be inspected following the ‘M check’ to ensure in suitable working order.**  -trails will be ‘sighted’ first at low speeds to ensure that members are comfortable with the requirements of the trail.  Guidance set out by each venue regarding the condition of trails will be reviewed and carefully followed throughout the trip. | **2** | **2** | **4** |  |
| Collision with other trail users/animals | Injury to yourself, injury to members of the public | User, those in the vicinity, members of the public | **2** | **4** | **8** | **-Responsible committee members must ensure all trails are clear of pedestrians before cycling**  **-Cycling in pedestrian zones should be avoided. Should such an event occur (e.g. cycling through streets/roads in Wales riders should proceed at low speeds (<10mph)**  -cycling in poor visibility will be avoided. All rides shall finish 2 hours before sunset.  **-All members bikes must be equipped with 2 working brakes.** | **1** | **3** | **3** |  |
| Infection with COVID-19 | Illness, to either yourself or others (by further transmission) | User, those nearby, members of the public | **3** | **2** | **6** | **Follow university and government guidelines** | **2** | **2** | **4** |  |
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| ***PART B – Action Plan*** | | | | | | | |
| **Risk Assessment Action Plan** | | | | | | | |
| **Part no.** | **Action to be taken, incl. Cost** | **By whom** | **Target date** | | **Review date** | **Outcome at review date** | |
| 01 | Service/inspect club bikes | President/ Kit-sec | 30/09/22 | | 28/09/22 | Done. | |
| 02 | Obtain first aid qualification (SUSU provided) | Social Sec (john Merrills) | 15/10/22 | | 17/10/22 | Completed. | |
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| Responsible manager’s signature: AC | | | | | Responsible manager’s signature: AC | | |
| Print name: Alexander Cook | | | | Date: 03/08/22 | Print name: Alexander Cook | | Date: 17/10/22 |

**Assessment Guidance**

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| 1. Eliminate | Remove the hazard wherever possible which negates the need for further controls | If this is not possible then explain why |  |
| 1. Substitute | Replace the hazard with one less hazardous | If not possible then explain why |
| 1. Physical controls | Examples: enclosure, fume cupboard, glove box | Likely to still require admin controls as well |
| 1. Admin controls | Examples: training, supervision, signage |  |
| 1. Personal protection | Examples: respirators, safety specs, gloves | Last resort as it only protects the individual |

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| **LIKELIHOOD** | 5 | 5 | 10 | 15 | 20 | 25 |
| 4 | 4 | 8 | 12 | 16 | 20 |
| 3 | 3 | 6 | 9 | 12 | 15 |
| 2 | 2 | 4 | 6 | 8 | 10 |
| 1 | 1 | 2 | 3 | 4 | 5 |
|  | | 1 | 2 | 3 | 4 | 5 |
| **IMPACT** | | | | |

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| Impact | | Health & Safety |
| 1 | Trivial - insignificant | Very minor injuries e.g. slight bruising |
| 2 | Minor | Injuries or illness e.g. small cut or abrasion which require basic first aid treatment even in self-administered. |
| 3 | Moderate | Injuries or illness e.g. strain or sprain requiring first aid or medical support. |
| 4 | Major | Injuries or illness e.g. broken bone requiring medical support >24 hours and time off work >4 weeks. |
| 5 | Severe – extremely significant | Fatality or multiple serious injuries or illness requiring hospital admission or significant time off work. |

Risk process

1. Identify the impact and likelihood using the tables above.
2. Identify the risk rating by multiplying the Impact by the likelihood using the coloured matrix.
3. If the risk is amber or red – identify control measures to reduce the risk to as low as is reasonably practicable.
4. If the residual risk is green, additional controls are not necessary.
5. If the residual risk is amber the activity can continue but you must identify and implement further controls to reduce the risk to as low as reasonably practicable.
6. If the residual risk is red do not continue with the activity until additional controls have been implemented and the risk is reduced.
7. Control measures should follow the risk hierarchy, where appropriate as per the pyramid above.
8. The cost of implementing control measures can be taken into account but should be proportional to the risk i.e. a control to reduce low risk may not need to be carried out if the cost is high but a control to manage high risk means that even at high cost the control would be necessary.

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| Likelihood | |
| 1 | Rare e.g. 1 in 100,000 chance or higher |
| 2 | Unlikely e.g. 1 in 10,000 chance or higher |
| 3 | Possible e.g. 1 in 1,000 chance or higher |
| 4 | Likely e.g. 1 in 100 chance or higher |
| 5 | Very Likely e.g. 1 in 10 chance or higher |