

Foxhills

MANAGEMENT RISK ASSESSMENT

Department: Leisure	Area/Task: Cycle club activity on the public highway during Covid-19 pandemic. Start: 9 August 2020	Assessor/s: Paul Burgess / Steve Barrass	Date: 4-10 August 2020	RA Ref No: FOX/L/C/MRA
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ASSOCIATED RISK ASSESSMENT (RA) DOCUMENTATION

Manual Handling RA Ref: Not relevant to this RA	COSHH RA Ref: Not relevant to this RA	DSE RA Ref: Not relevant to this RA	Lone Working RA Ref: Not relevant to this RA	Young Person RA Ref: Not relevant to this RA	Fire Risk Assessment Ref: Not relevant to this RA
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Hazard Identification and Initial Risk Level Classification

Within the department, review the work area or tasks that are undertaken. Consider the **significant** hazards in the work area or within the task or job. Observe all of the work area or how the task is undertaken. When conducting this assessment, ensure you consult personnel who work in the area or who are involved in or may be involved in the task. Allocate a risk rating and consider if the risks are adequately controlled.

Step 1 IDENTIFY THE HAZARDS																	
1	Slips & Trips	✓	6	Storage, space & obstructions		11	Use of vehicles & buggies/driving at work		16	Fire hazards		21	Food preparation/allergens		List any specific Hazards:		
2	Storage at height Falling objects		7	Use of electrical equipment		12	Working outdoors/extremes of weather	✓	17	Flammable materials		22	Extremes of temperature	✓	26	Other Road users	✓
3	Inappropriate housekeeping		8	Use of portable tools		13	Working at height		18	Work in confined spaces		23	Lone working		27	Rider Ability	✓
4	Manual handling tasks/activities		9	Fixed work equipment		14	Noise & Vibration		19	Work with hazardous substances		24	Out of hours/night working		28	Lack of Rider Concentration	✓
5	Display screen equipment		10	Lighting levels – internal/external		15	Naked flames		20	Condition of the building/structure		25	Violence or verbal abuse to staff		29	Spread of Covid-19	✓

Proceed to Step 2 and list the hazards that have been identified, along with what is being done to control the risk and any further action to eliminate or reduce the risk

Step 2 EVALUATE THE RISK CONTROLS							
Hazard No	Hazard Description	Who could be harmed?	Existing Control Measures	Is the risk adequately controlled?			Further action to reduce the risk
				Risk H/M/L	YES	NO	
Covid-19 Generic							
29	Spread of Covid-19 Coronavirus	Members & Staff	<u>Hand Washing</u> <ul style="list-style-type: none"> Hand washing facilities with soap and hot water in place. Stringent hand washing taking place. See hand washing guidance. https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/ Drying of hands with disposable paper towels or hand driers. 	M	✓		Riders to be reminded on a regular basis to wash their hands for 20 seconds with water and soap and the importance of proper drying with disposable towels. Also reminded to catch coughs and sneezes in tissues – Follow Catch it, Bin it, kill it and to avoid touching face, eyes, nose, or mouth with unclean hands.

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				Risk H/M/L	YES	NO			
Covid-19 Generic									
29	Spread of Covid-19 Coronavirus	Members & Staff	<ul style="list-style-type: none"> Gel sanitisers (60% alcohol based) in any area where washing facilities not readily available 	M	✓				
29	Spread of Covid-19 Coronavirus	Members/ Riders	<p>Cleaning</p> Frequently cleaning and disinfecting of bike handlebars and grip point by individual riders	M	✓		Ride Leader to monitor the situation throughout the ride to ensure compliance		
29	Spread of Covid-19 Coronavirus	Members/ Riders & Staff	<p>Social Distancing</p> Workplaces should make every reasonable effort to comply with the social distancing guidelines set out by the government - 2m, or 1m with risk mitigation. Where 2m is not viable, you should consider and set out the mitigations you will introduce.	M	✓		Ride Leader to monitor the situation throughout the ride to ensure compliance		
29	Spread of Covid-19 Coronavirus	Members, Riders & Staff	<p>Symptoms of Covid-19</p> If anyone becomes unwell with a new continuous cough or a high temperature, or loss of taste or smell in the workplace, they will be asked to leave the ride and go home and advised to self-isolate at home for 14 days and contact 111.	H	✓		Ride Leader to monitor the situation throughout the ride to ensure compliance		

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				Risk H/M/L	YES	NO			
Cycling ride specific									
29	Spread of Covid-19 Coronavirus Participant displaying symptoms	Members/ Riders	<p>Member of staff supervising the ride is to confirm with all of the participants that they have:</p> <ul style="list-style-type: none"> ▪ Not have been out of the country for over 14 days ▪ Not be in self-isolation ▪ Not be displaying COVID-19 symptoms: <ul style="list-style-type: none"> ○ A high temperature ○ A new continuous cough ○ The loss or change to the sense of taste or smell <p>Anyone that fulfils any of the criteria above or who do not adhere to any of the rules communicated below will be asked to leave immediately.</p>	M	✓		Ride Leader to monitor the situation throughout the ride to ensure compliance		
29	Spread of Covid-19 Coronavirus	Members/ Riders & Staff	<p>Ride leader to ensure there are a maximum of 6 riders in the group and to inform the riders of the following rules:</p> <ul style="list-style-type: none"> ▪ Riders to carry Face Mask and hand sanitiser ▪ No spitting or clearing of the nasal cavities to clear airway ▪ No sharing of cycle tools ▪ Plan the coffee stop to ensure venue has social distancing in place. 	M	✓		Ride Leader to monitor the situation throughout the ride to ensure compliance		

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				Risk H/M/L	YES	NO			
1	Public Highways on the route	Riders Staff	All riders must respect the highway code and must stop at junctions, cross roads, roundabouts, traffic crossings and lights and warn any riders of pot holes and obstructions. Riders should be aware of occasional hazards such as junctions and poor road surfaces. If the road is clear and safe to cross each rider crossing must indicate to others crossing if it's safe to cross by shouting "Clear"	M	✓		The route for the day's cycling is to be reviewed by the organiser. Any potential hazards are to be highlighted. Emergency services will be contacted by mobile phone carried by the lead rider.		
1/12	Adverse terrain on the route	Riders Staff	This is out of our control. However, riders are reminded that they should be aware of hazards such as high or exposed ground, pot holes, cattle grids, speed bumps, litter, glass and debris in the road.	M	✓		Participants to ensure they warn each other of any hazards observed during the cycle, using appropriate hand signals to point out hazards for the riders behind them.		
12/22	Weather	Riders Staff	Riders are reminded to bring and wear suitable clothing and equipment for poor conditions.	L	✓		Weather forecasts are to be checked prior to each days cycling. Participants must ensure they bring suitable clothing.		
26	Road user	Riders Staff	Riders are reminded that they should be aware that whilst the aim is to use quieter roads, it is impossible to avoid traffic & other road users, and that they should ride safely, according to the rules of the road.	M	✓		Recommended that participants ride 'single track' on busy roads such as 'A' roads. Particular attention is to be paid to busy roads, oncoming traffic, overtaking vehicles, large vehicles (lorries and other high sided vehicles) which could have poor visibility.		
27	Varying ability of riders	Riders Staff	All participants have hopefully already gained a significant number of year's road cycling experience. However, fatigue and concentration will inevitably impact on each rider's ability over the course of the event.	L	✓		Regular breaks are to be planned into the event and each participant is obligated to openly communicate with the group if they would like longer rests, more refreshments, a slower/faster pace, have an injury manifesting or to call it a day. This event, although difficult is meant to be enjoyable and consideration must be given towards how each individual feels, in addition to their impact on the group.		

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				Risk H/M/L	YES	NO							
27	Stamina	Riders Staff	Riders are reminded that they should ride within their own capabilities	L	✓		Riders are to ride within a group and support each other. Regular stops are being planned into each day.						
28	Rider concentration	Riders Staff	Warnings provided where concentration may be compromised when following route, eating, drinking, viewing GPS devices, maintaining momentum, climbing up hills etc	L	✓		Constant inter-group communications required regular breaks and nourishment.						
12	Visibility	Riders Staff	Hazards due to dark conditions i.e. early mornings, late nights, overcast conditions will be overcome by riding during the day and refraining (as far as possible) from riding very early in the morning or very late at night	L	✓		All participants must ensure they bring suitable eyewear for the light conditions. Suitable lights must be installed to the front and rear of all bikes during the event						
27	Failure of cycle/accessories	Riders Staff	Riders are reminded that they are responsible for the roadworthiness of their machine in addition to their own health and wellbeing	L	✓		Any health issues to be raised with the event organiser prior to the event taking place. The event organiser cannot be held responsible for any health issues that occur						

If you have identified that there is a need for any specific risk assessments to be completed, **list these in Step 3 below**

Risk Matrix – calculate the level of risk (High/Medium/Low), using the likelihood and severity risk matrix

		SEVERITY				
		Nil 1	Minor 2	3-day 3	Major 4	Fatal 5
LIKELIHOOD	Very likely – 5	5	10	15	20	25
	Probably - 4	4	8	12	16	20
	Possible – 3	3	6	9	12	15
	Remote – 2	2	4	6	8	10
	Improbable – 1	1	2	3	4	5

LEVEL OF RISK	ACTION AND TIMESCALE
High	You should not start work until the risk has been reduced. You may have to set aside considerable resources to reduce the risk. If the risk involves work in progress, you should take urgent action. If it is not possible to reduce the risk even with unlimited resources, you must stop all work.
Medium	You must try to reduce the risk, but should carefully measure the cost of prevention. You should use measures to reduce the risk within a defined time period. If the medium risk is associated with extremely harmful consequences, you may need to carry out another assessment to identify more precisely the likelihood of harm. This will help you decide whether you need to use improved control measures.
Low	You don't need to take action at this time. Monitoring is necessary to make sure that the controls are still effective and being used by those involved.

Step 3 SPECIFIC RISK ASSESSMENTS						
The Management Risk Assessment has identified the need for the following specific risk assessments to be completed						
	YES	NO	Responsibility	Target Date	Completion Date	Specific risk assessment reference number
Fire risk assessment		✓				
Manual handling risk assessment		✓				
Display screen equipment		✓				
Lone working		✓				

Step 4 RISK ASSESSMENT ACTION PLAN					
Following the completion of the Management Risk Assessment, the points detailed have been identified as requiring action by the person/s detailed below					
Hazard No	Action Plan Point	Action to be completed by:	Target Date	Completion Date	Comments
As outlined above	Foxhills cycling ride leader to monitor the control measure highlighted above and deal with any emergency situations that may arise during the event. Complete an Incident Form for any incidents that arise during the event	Paul Burgess	Ongoing	Ongoing	

Initial Assessment		
Signature of Assessor/s	Signature of Assessor/s	Signature of Head of Department/Manager
Name: _____ Date: _____	Name: _____ Date: _____	Name: _____ Date: _____

Step 5 RISK ASSESSMENT DISTRIBUTION					
Senior Manager	Head of Department	Facilities Manager	H&S Champion	Employees	Contractor/s
Copy to: Tej Walia Chris Fitt	Copy to: Paul Burgess	Copy to:	Copy to:	Copy to:	Copy to:

Step 6 RISK ASSESSMENT REVIEW					
Review Date	Name	Signature	Review Date	Name	Signature