

IN AID OF



**Ride Your Way**

# **Event Risk Assessment**

As at Sept 2016  
Review scheduled Sept 2017

# Ride Your Way

## Organiser's details

<b>Event:</b> <i>[Your event name]</i>	<b>Ride Organiser:</b> <i>[Your name]</i>
<b>Organiser's address:</b> <i>[Your registered address]</i>	<b>Date or period risk assessment covers:</b> <i>[Your event dates/s]</i>
<b>Location address:</b> <i>[Your event location/s]</i>	<b>Contact Numbers:</b> <i>[Your registered contact number and/or a given event contact number]</i>

## INTRODUCTION

- Ride Your Way is a new event giving individual organisers the opportunity to organise your own cycle at a location and date of your choice raising money and awareness in support of Breast Cancer Care.
- The risk assessment presented in this document is a generic checklist highlighting some of the risks that individuals should consider in arranging their own cycle – there may only be a small number that relate to your planned event, but we would suggest that you read through the list in case you come across any risks you may not have previously considered – especially if this is your first time organising a cycle.
- Some cycles may be rural, others urban, some cycles may involve greater density of traffic, others may involve more challenging terrain to ride across. Participant numbers, and therefore size of the event, will vary and some cycles may involve older people and children and dogs taking part – all of which could present their own challenges if not assessed in advance.
- Despite these variations, the following standard approach and structure to risk assessment applies:
  - Consider event plan/identify risks in your activity
  - Consider control measures to minimise the identified risks
  - Evaluate remaining risk and ensure acceptable
  - Monitor and review
- It is recommended that organisers read through this document and amend it to address the specific risks that could be associated with their own event.
- It is likely that the majority of the risk assessment below will only apply to a larger event than you are planning and many factors mentioned may be an excessive consideration for your event. Please do not be put off by risks addressed and if you have any queries please do not hesitate to contact the team on **0345 092 0804**.
- For further advice on risk assessments please also see the [Health and Safety Executive](#) website.

Event area	Hazards and effects to consider	Who could be affected?	Planned control measures
<b>Planning event</b>			
Public Liability	Does the venue have this in place Is this required to be put in place by the organiser?	Staff/volunteers/ participants/local *stakeholders/charity/general public  <i>*stakeholders could be any party with a financial/reputational interest in the event e.g. local café that offers to donate refreshments</i>	Investigate and arrange as required. Useful website <a href="#">Event insurance</a>
Permissions and licensing	Are these required from private venues/councils/local stake holders? Does your event require an entertainment license?	Staff/volunteers/ participants/local authorities/land owners/charity/other users of your route	Investigate and arrange as required Further info on entertainment licensing at <a href="http://gov.uk">gov.uk</a>
Numbers/audience	Family and friends or open to general public? Will any attendees have additional needs? Does the site/route need to be fully accessible? Will children be in attendance? Will everyone cycle together? Will route signage be required? Registration procedure and data capture Data protection	Staff/volunteers/ participants/local authorities/land owners/charity/general public	Consider audience and plan accordingly Ensure necessary data is captured so as available on the event – personal details, medical information, and next of kin. Ensure compliance with <a href="#">data protection law</a>
Staff/volunteers required for event	Will paid staff with particular skills be required? Will volunteers be required for registration/marshalling in car park/on route etc? Are qualified medics needed to attend?	Staff/volunteers/ participants/charity/local stake holders	Consider staff roles on event and level of expertise required. Plan accordingly.
Budget	Infrastructure could cost money	Staff/charity	Consider and track

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Event area	Hazards and effects to consider	Who could be affected?	Planned control measures
<b>Planning event</b>			
Kit for event	What kit is required? Who will supply it? How will it be transported if required? Is there adequate proof of maintenance? Will those operating kit possess adequate training?	Staff/volunteers/participants/suppliers	Create a kit list. Consider transportation requirements Use reputable suppliers and check their credentials.
Participant communications	Final event information. Advice on adequate kit and hydration etc. Donation procedure	Staff/volunteers/charity/participants	Advance advice on event location, the route, terrain, distance. Advice on waterproof clothing, sturdy footwear, sun protection, hydration, nutrition and training as appropriate.
Event communication	How will team communications be achieved to ensure the event runs smoothly on the day? Are radios required in addition to mobile phones?	Staff/volunteers/participants	Consider size and complexity of event. Check phone signal at venue and on route.
Vehicles	Will kit or personnel need to be transported? Who will drive and what sort of vehicle is required? Is the relevant licensing and insurance in place?	Staff/volunteers/ participants/charity/general public	Consider vehicle requirements for event. Ensure relevant drivers licensing and comprehensive insurance with zero excess in place.
Contingency planning	Poor/extreme weather affecting event. Plans to manage a major incident arising.	Staff/volunteers/ participants/host venue/suppliers/local authorities.	Create guidelines on when event should be cancelled due to inclement weather so as to maintain safety. Major incident and evacuation plans in place.

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Event area	Hazards and effects to consider	Who could be affected?	Planned control measures
<b>Arrival/Departure from event</b>			
Access/ Departure	Same start/finish location? Adequate access One way flows Drop off option Public transport Signage Disabled access Emergency access	Staff/volunteers/host venue/ highways/local transport authority/participants	Visit start/finish location and plan access/departure and flows.
Car parking	Adequate space and options Specific event parking or on street parking? Marshalling required? High visibility clothing	Staff/volunteers/ participants/local council	Consider size of event, public transport options and estimate of cars likely to arrive at event – plan accordingly.
Vehicle movement of participants and staff	Vehicle hire Drivers Briefings Adequate rest for drivers	Staff/volunteers	Consider requirements and plan accordingly.

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Event area	Hazards and effects to consider	Who could be affected?	Planned control measures
<b>Event site/registration</b>			
Structures	<p>Buildings</p> <ul style="list-style-type: none"> <li>- Maintenance</li> <li>- Obstacles</li> <li>- Loose and unstable fittings</li> <li>- Gas/electricity</li> </ul> <p>Gazebos</p> <ul style="list-style-type: none"> <li>- Quality and sturdiness</li> <li>- Who will erect and dismantle?</li> <li>- Adequate means of stabilising</li> </ul> <p>Stage/podium</p> <ul style="list-style-type: none"> <li>- Reputable supplier for erection/dismantle</li> </ul>	Staff/volunteers/ participants/host venue	<p>Consider indoor/outdoor start/finish venues. Permanent or temporary structures. Necessity from a practical perspective of catering/registration etc. and also requirement for shelter.</p> <p>Consider poor/extreme weather plans and ensure that procedures are in place to cope with eventuality of wind and rain.</p> <p>Consider adequate staff, skills and competencies to avoid incidents.</p>
Signing in/out procedure	<p>Accountability.</p> <p>Staffing registration.</p>	Staff/volunteers/participants	<p>Consider system to sign participants in and out. Consider background information held on each participant during event and access to info at event. Use of cycling number template.</p>
Weather	<p>Potential for wet weather – shelter required, issues with flooding.</p> <p>Potential for windy weather – sturdy structures/ contingency plans.</p> <p>Potential for strong sunshine – requirement for shelter from the sun, water and suntan lotion.</p>	Staff/volunteers/participants	<p>Consider outdoor or indoor venue, contingency plans required. Plan according to risk.</p>
Trip hazards	Loose cables, obstacles, poor lighting, guy ropes, loose matting, steps and stairs	Staff/volunteers/ participants/suppliers/ general public/host venue	<p>Visit indoor venues and identify risks – plan so as to minimise.</p> <p>Visit outdoor venues and consider event site plans, avoid cables trailing across event site. Consider lighting and hazard tape.</p>
Cash handling	Handling and carrying cash on event.	Staff/volunteers	<p>Secure cash box at event. Supervise collection tins. Cash handlers work in pairs.</p>

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<b>Event site/registration</b>			
Toilets	Adequate number of toilets/portaloos. Hazardous waste.	Staff/volunteers/ participants/local authorities/host venue	Consider event numbers and number of toilets required. If hiring portaloos, research reputable supplier and collect safety documentation.
Lighting	Timings/daylight hours. Any artificial lighting required?	Staff/participants/ suppliers/host venue	Consider start time and length of event versus <a href="#">daylight hours</a> . Ensure adequate lighting throughout, including set-up and de- rig when only suppliers may remain on site.
Catering	Adequate food. Food hygiene certificates and public liability. Dietary requirements. Have non-professional people providing food been made aware of <a href="#">Food Standards Agency safe food prep guidelines</a> . Risk of fire & burns.	Staff/volunteers/ participants/suppliers	Consider who is providing any catering and ensure level of competency required is met. Ensure that food hygiene standards are in place and that anyone operating gas/ electrical utilities etc. is qualified to do so.
First aid	Adequate first aid provision at venue and on route.	Staff/volunteers/ participants/suppliers.	Consider level of first aid provision required, ensure this is in place and that first aiders are mobile.
Fire	Combustible materials. Gas/electrical appliances/ generators/vehicles/machinery and fuel. Smoking.	Staff/volunteers/ participants/suppliers/general public	Enquire about the venue's existing fire management plan. Consider level of fire risk at event and managing to minimise risk. Consider smoking policy. Ensure means of tackling fire is in place i.e. fire extinguishers
Theft/vandalism	Theft of kit or vandalism of items left unattended.	Staff/volunteers/ suppliers	Check insurance liability with venue host/ suppliers and ensure kit is covered for duration of event. Consider security and put appropriate measures in place to avoid theft and vandalism

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<b>Event site/registration</b>			
Electrical appliances	Have all electrical items been PAT tested within required time frames.	Staff/volunteers/suppliers/host venue.	Ensure PAT test up to date.
Gas/LPG	Have all gas cylinders and oven tops been gas safety checked within required time frames? Are gas cylinders in a back of site location and cordoned off to prevent tampering? Do personnel operating gas cylinders have the relevant skills and training?	Staff/volunteers/suppliers/host venue	Ensure relevant testing of equipment and appliances in place. Ensure relevant skills and qualifications from operators.
Power and generators	Will there be a power requirement for the event? Can this be provided by the host venue or is a generator required? If generator required, is the person providing it trained in its use and will they remain throughout to monitor and problem solve any issues.	Staff/volunteers/suppliers/host venue/ participants	Consider power requirement and whether a generator is required. Engage a reputable power supplier to provide power to event. Check their safety documentation and insurance. Discuss venue plans and power requirements in advance.
Working at height	Putting up branding and bunting. Running power cables, putting lighting in place. Stages/podium/mezzanine floors. Equipment e.g. ladders – are they checked and in good condition. Falling items.	Staff/volunteers/suppliers/host venue	Minimise working at height. Ensure safe systems for operations working at height. Ensure quality equipment e.g. ladders Cordon off area below. Ensure adequate staff to protect, monitor and maintain safe area below.
Manual handling	Lifting of kit. Storage of kit. Confined spaces for manoeuvre. Adequate staff capacity for jobs to avoid repetition.	Staff/volunteers/ suppliers.	Consider kit and manual handling. Consider space. Consider access and distances loads may need to be carried. Consider staffing levels to avoid repetition and briefing on manual handling techniques. Consider equipment and PPE required.

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Event area	Hazards and effects to consider	Who could be affected?	Planned control measures
<b>Route/during event</b>			
Length of the route	Manageable in one day/allotted or specified time frame. Manageable for the participants taking part.	Staff/volunteers/ participants/medics	Consider target participants and plan accordingly.
Route blockages	Trees blocking route Road closures Overgrown route Broken stiles Bottlenecks	Staff/volunteers/ participants/medics	Thorough recce of route and identify potential issues. Permissions process in place to facilitate local landowners/local authorities/ Public Rights of Way team to flag any potential issue. Contingency plans in place to manage any issues arising.
Accessibility of route	Rest stop locations and vehicle access. Casualty evacuation.	Staff/volunteers/ participants/medics	Depending on length of route and access requirements, plan accordingly.
Terrain/hills	Trip hazards - uneven terrain, tree roots, uneven pavement. Slippery tracks, steep drop offs, cycling beside water etc. Steep ascents and descents. Wheelchairs/ buggies likely to attend?	Staff/volunteers/ participants/medics	Warm up routine at start to avoid muscle strains/tears. Plan route according to anticipated participant mobility and fitness.
Rest stops and refreshments	Depending on length of the route, are breaks and refreshments required to maintain nutrition and hydration? Who will provide the refreshments? Portaloos?	Staff/volunteers/ participants/medics	Consider length of route, level of challenge for participants, how much participants will be advised to carry, shops/toilets/pubs along the way and need for any additional facilities to be put in place. If arranging a rest stop, consider refreshments/ staffing/ infrastructure/delivery and collection/ permissions etc. (Remember not to assume that any private businesses on the route will be happy for cyclists to use their facilities without prior permission/ arrangement)

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<b>Route/during event</b>			
Road crossings	Busy roads Pedestrian crossing points Marshalling	Staff/volunteers/ participants/medics	Avoid or minimise busy road crossings as able. Manage busy road crossings and cross at pedestrian crossings. Marshal if possible.
Lost children	Children or vulnerable adults go missing on route	Staff/volunteers/ participants/ medics/ police	Briefing to parents in advance on safe guarding their children. Reminder on the day of event. Lost child procedure in place to manage eventuality.
Navigational error	Who knows the route and will they be with the group at all times? What are the means of navigation – paper maps/smart phone location services etc. Is route marking required? Are staff in place to check route and ensure signage remains in place.	Staff/volunteers/ participants/medics	Thorough route recce to ensure a viable route. Plans in place to ensure that all participants can make their way from A to B either following signage or guided.
Marshalling	Are marshals required at road crossings/rest stops? How will they be transported in and out of location? Who will brief them on their role?	Staff/volunteers/ participants/medics	Consider size of event, support staff required on the route and any additional marshalling requirements. Consider their recruitment, briefing, transport, hours of work and adequate breaks.
First aid	Adequate first aid provision at venue and on route.	Staff/volunteers/ participants/suppliers	Consider level of first aid provision required, ensure this is in place and that first aiders are mobile.
Cycling alone	Will participants cycle alone? Is route signage required? Are there dangers in cycling alone in this area?	Staff/volunteers/ participants.	Consider structure of event, will participants cycle alone or will they be in one group. Buddy system at registration. Encourage buddying at refreshment stations if deemed necessary.
Weather	Will poor/extreme conditions before or during affect the route?	Staff/volunteers/participants/me dics	Contingency plans and route variations in place in case required.

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<b>Route/during event</b>			
Animals on route	Cows/horses/sheep on trails group will pass through.	Staff/volunteers/ participants/medics	Avoid passing through fields with animals that are likely to be alarmed or cause alarm via group's presence. Arrange with local farmers for livestock to be cordoned off from cyclists. Special advice for cyclists with dogs.
Clashes of interest	Clashes with other users of the route on the day e.g. drivers, horse riders, mountain bikers, walkers, general public, other road users	Staff/volunteers/ participants/medics/general public	Thorough recce of route, on same day of week at same time as event, similar time of year if possible, to gauge use for the day. Permissions process and spreading the word of event, to promote communication and avoid any issues. Participants briefed on courtesy to other users of the route. Check online for notices of other local events happening at the same time/location – consider sharing event information with any organisers.
Raising the alarm	In the event of an adverse incident, do staff, volunteers and participants know how to and have the means to raise the alarm?	Staff/volunteers/participants	Means of awareness of emergency number for event organiser/medic. Briefing and communications. Staff structure and event control. Plan in place to co-ordinate a response.
Cycling in the dark	Is this likely to occur?	Staff/volunteers/ participants	Consider daylight hours and plan accordingly to finish and pack up in daylight. Advise participants and staff to bring bike lights/torches if risk of finishing in the dark.

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<b>Finish and pack down</b>			
Adequate staffing	Enough people remaining to facilitate packing up? Staff remaining with relevant skills/capability to perform required tasks.	Staff/volunteers/host venue	Consider this stage of event and jobs to be done, ensure adequate staffing arranged.
Check route is clear	Back markers and staff in vehicles check route is clear of rubbish and signage.	Staff/volunteers/local stakeholders	Staff arranged for this role if required.
Vehicles	Adequate vehicles to transport remaining kit.	Staff/volunteers/host venue	Consider vehicles and staff required plus adequate breaks before a long drive.

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