

ROTARY DORSET BIKE RIDE 2018
In aid of CANCER RESEARCH UK

RISK ASSESSMENT ROTARY CLUB OF WESTBOURNE

DATE OF ASSESSMENT 30/04/2018 (revised 3/8/2018)

DATE OF EVENT 9th SEPT 2018

SPONSORED CYCLE RIDE IN AID OF CANCER RESEARCH UK

PARTICIPANTS HAVE A CHOICE OF EIGHT CIRCUITS, 10, 22,35, 45, 55, 70, 80 AND 108 MILES.
THE 55 to 108 MILE CIRCUITS SHOULD BE TACKLED BY CYCLISTS WITH SOME CYCLE EXPERIENCE.
MAXIMUM NUMBER OF CYCLISTS MAY BE AROUND 1000 PLUS STEWARDS AND MARSHALLS.

ORGANISERS TO ARRIVE AT THE START/ FINISH POINT AT 7.00 TO SET UP.

PARTICIPANTS MAY ARRIVE FROM 7.30, TO PREPARE FOR THE STAGGERED START FROM 8.00 AND THE EVENT IS EXPECTED TO FINISH AT 4.00PM

START AND FINISH
CAR PARK

WILL BE AT LONGTHORNS CAMP SITE AT BH20 6HH
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Activity	Sponsored Cycle Ride	Use in conjunction with site risk assessment	Reference Number	
Originator	David King		Date Completed	30/04/2018
Job Title	Bike Ride Organiser		Date for Review	

L=Likelihood S=Severity DR=Degree of Risk(Before any controls in place) RR=Residual Risk (Risk remaining after controls in place)

ACTIVITY	PERSON AT RISK	SIGNIFICANT HAZARDS	RISK			RISK CONTROL MEASURES	RESIDUAL RISK		
			L	S	DR		L	S	RR
Planning route for Organised Cycle Ride	Organisers	Getting lost & Mixing with other road users	3	3	9	<ul style="list-style-type: none"> All routes to be on tarmac roads or cycle paths Route is clearly marked and marshalled Participants briefed on route and supplied with map Check in / out system so that people are accounted for Route to be checked for bad road damage or other issues at least 36 hours before hand. Cyclists are briefed that normal road safety is to be observed Lost person procedure in case someone does not check in at end of route Sweeper to be used to check for riders Route to be cleared of signs etc at end 	1	1	1
Riding Cycles	As above	Slips / Trips / Falls At start or on route (including falling from bike)	2	2	4	<ul style="list-style-type: none"> Route checked prior to event and any obstacles removed or defects identified and made safe at least 36 hours before hand Site managed safely so that all equipment and materials are suitable stored away from main event area. Gravel driveway covered with rubber mats. 	1	1	1

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			L	S	DR		L	S	RR
						<ul style="list-style-type: none"> Any cables covered Guy ropes of any marquees / pop ups clearly marked Signage erected All participants must wear helmets Ensure participants understand the importance of a well maintained bike 			
Riding Cycles	As above	Collisions / altercations with other road users	3	3	9	<ul style="list-style-type: none"> Event planned so that it does not coincide with other big events. Route planned appropriately for numbers expected Participants briefed of presence of other road users and the need for consideration Cyclists receive detailed joining instructions which include ensuring their bikes are in a good state of repair Cyclists are briefed that normal road safety is to be observed Warning signs and marshal points to be positioned at beginning of any deep descents. Marshalling of points where sightlines are poor Marshals to ensure riders slow down or stop at junctions. Marshalls to wear hi-viz 	2	2	4
Physical activity and exertion	As above	Dehydration / illness / accident	3	3	9	<ul style="list-style-type: none"> Ensure first aid provision available Riders are required in the T&Cs to be in good health and capable of undertaking the route chosen Riders advised to take water with them Ensure drinking water and snack food available at feed 	2	2	4

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			L	S	DR		L	S	RR
						<ul style="list-style-type: none"> stops Riders advised to take sun cream if very hot Warn cyclists about some of the strenuous parts of the circuits health issues will be recorded on the back of the cyclists number Riders Emergency contact details recorded on back of riders number. 			
Incident requiring first aid or hospital treatment	Cyclists	Injury	3	3	9	<ul style="list-style-type: none"> At least two first aiders located at start/finish with transport available. Marshals on route to carry first aid material to hand out, but not to treat unless qualified. Riders and marshals to be asked to carry mobile phones to contact organisers and/or ambulance services. Accident forms to be supplied and to be completed Sweeper will be employed to ensure everybody returns. 	1	1	2
Start and Finish	Cyclists and other people on foot	Collisions and accidents	3	3	9	<ul style="list-style-type: none"> Marshalls & Stewards to direct traffic to car park. Marshal to ensure campers do not cross driveway when cars Arriving 	2	2	4
Riding Cycles	Other road users	Congestion and hold ups	3	3	9	<ul style="list-style-type: none"> Cyclists starts will be staggered and limited to 30-40 riders every 5-10 minutes. 	1	2	2
Children cyclists	children	Children lost	2	2	4	<ul style="list-style-type: none"> Marshalls on route to hold back children who may be cycling in groups to wait for parent etc. Marshalls to keep in touch with base by mobile phone 	1	2	2

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			L	S	DR		L	S	RR
						<ul style="list-style-type: none"> Parents with children under 16 will be instructed to keep them in sight Sweeper to be in contact with organisers. 			
Insurance	Organisers	Liability	2	2	4	<ul style="list-style-type: none"> Both Rotary Club of Westbourne and Cancer Research UK have public liability insurance All riders are responsible for their own personal accident insurance. 	1	1	1

RISK RATING

		SEVERITY			LIKELIHOOD
5	Major	Death to one or more people. Loss or damage is such that it could cause serious business disruption (major fire, structural damage)	5	Almost Certain/ Frequent	Absence of any management controls. Almost 100% certainty that an accident will happen. (e.g. live electrical conductor , faulty equipment, untrained staff)
4	High	Causing permanent disability (e.g. loss of limb, sight or hearing).	4	High/ Probable	Serious failures in management controls. Effects of human behavior or other factors could cause an accident but is unlikely without this additional factor.(e.g. equipment not used properly, oil spill on floor, poorly trained staff)
3	Medium	Causing temporary disability (e.g. fractures)	3	Medium/ Occasional	Insufficient or substandard controls. Loss is unlikely during normal operation but may occur in emergencies or non-routine conditions.(e.g. keys left in vehicle, obstructed gangways, refresher training required)
2	Low	Causing significant injuries (e.g. sprains, bruises, lacerations)	2	Low/ Improbable	Situation generally well managed but occasional lapses could occur. Also applies to situations where people are required to behave in order to protect

					themselves but are well trained.
1	Minor	Causing minor injuries (e.g. cuts, scratches) No lost time likely other than for first aid treatment)	1	Unlikely/ Remote	Loss, accident or illness could only occur under exceptional conditions. Situation is well managed and all reasonable precautions have been taken.

RISK RATING = LIKELIHOOD X SEVERITY

1-9 LOW

10-15 MEDIUM

16-25 HIGH