**RISK ASSESSMENT & METHOD STATEMENT**

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| Name of Assessor:  | David Shaftoe | Date: | 10th March 2022, Version 2 |
| Task Being Assessed: | **TANDEMS & CYCLING SESSIONS. Tandem rides are mainly for ambulant disabled people, with the occasional wheelchair tandem riders. Companion Cycling is more inclusive. Various locations. Tandems are seasonal - mainly April to October. Companion Cycling is occasional, year-round.** |
| Other RAMS to refer to: | **COVID-19, MINIBUS, RESIDENTIALS, TRAILER, WORKING WITH DISABLED PEOPLE** |
| Risk v Benefit analysis: | Getting out in the countryside is good for you, both mentally and physically. Cycling is especially good for encouraging independence, team work and better health. There are some risks, mainly due to slips & falls, bike failure and road traffic accidents, but these can be avoided with care.  |

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| What is the hazard? | Who might be harmed | How might people be harmed | Existing risk control measures | Risk Rating | Additional Controls | New risk rating (Residual) | Action / monitored by whom? | Action / monitored by when? |
| L | C | R | L | C | R |
| **Manual handling** | StaffMembersVolunteersCarers | Cuts, bruises, slips, trips & falls – including falling from minibusMusculo-skeletal injury | Minibus seats are carried using a sack barrow or with help from a colleagueTandems are loaded / unloaded with help from a colleague or volunteerMinibus lift used for wheelchair usersWe do not offer personal care or manual liftingPeople being helped across uneven ground must be informed if they are causing discomfort to their guide | 1 | 4 | 4 | None identified | 1 | 4 | 4 | Trip leader | Every day |
| **Visiting cafes and pubs** | StaffMembersVolunteersCarers | Cuts, bruises, slips, trips & fallsAlcohol poisoning | Leaders to assess for hazards prior to visiting with a group Volunteers trained in sighted guiding & wheelchair pushing techniquesVisually impaired people given time to adjust to poor light conditions when going insideModeration is encouraged. Personal details seen on PI forms | 1 | 3 | 3 | None identified | 1 | 3 | 3 | Trip leader | Every day |
| **Equipment and mechanical faults** | StaffMembersVolunteersCarersPublic | Injury due to poor bike condition or unsafe storage | Tandems, cycles and cycling equipment to be checked for their road-worthiness prior to riding, using our checklistPassengers are not carried in the bus saloon when bikes are transported Use of trailer on residential weekendsFault sheets used to identify maintenance issues | 2 | 5 | 10 | Formalise the recording process for tandem maintenance | 1 | 5 | 5 | Trip leader | Every day |
| **Injury due to exercise** | StaffMembersVolunteersCarers | Cuts, bruises, slips, trips & fallsExhaustionDehydrationMuscle & ligament soreness | Staff trainingParticipant screening & taster sessions prior to joining activityParticipants advised to stay within their comfort zoneEquipment e.g. tandems checked for suitability First Aid kits carried in pannier. Welfare Kit kept in the minibus Injured parties not to be left aloneBriefing at start of the activity, mentioning any known hazards | 2 | 5 | 10 | Toolbox talk at start of each sessionWarm-up exercises | 1 | 5 | 5 | Trip leader | Every day |
| **Participant fitness & competency** | StaffMembersVolunteersCarers | Cuts, bruises, slips, trips & fallsExhaustion / DehydrationMuscle & ligament sorenessLate return so misses medication | Staff trainingReferral induction / taster sessions for both volunteers and members. Pilots should be confident at handling a tandem before riding with a memberParticipant screening prior to commencing activity. Leader is empowered to refuse a service to anyone who is not fit enough or suitably equippedOngoing supervisionRemind participants to bring sufficient money for refreshmentsEncourage short breaks / rest periodsEncourage pilots to bring their own bikes that they are familiar with | 1 | 4 | 4 | None identified | 1 | 4 | 4 | Trip leader | Every day |
| **Adverse weather conditions** | StaffMembersVolunteersCarers | Extreme weatherSunburn / heat exhaustion / heat strokeDehydrationSlippery surfacesGetting lost in poor visibilityHigh winds | Staff trainingNote weather forecast before leaving Carry suitable extra equipment e.g. spare water, sun hats or woolliesAdjust session or cancel if the weather becomes dangerous e.g. walking under trees in high windsCheck participants have suitable clothing and footwearBring sun cream to self-administer | 2 | 5 | 10 | SPOT satellite tracker to be purchased | 1 | 4 | 4 | Trip leader | Every day |
| **Environmental hazards** | StaffMembersVolunteersCarers | Poisoning by poisonous plants e.g. giant hogweed, bittersweetDrowning whilst cycling by waterIllness due to contact with micro-organisms such as leptospirosis toxocara and lyme disease | Staff and volunteer trainingAdvise participants on any environmental dangers and the need for current tetanus coverDo not ride wheelchair tandem next to water bodiesVerbal warning of any foreign objects Throw ropes carried on sites by waterInsect repellant wipes carried for self-administrationWarn about dangers of drinking unfiltered waterTrousers to be tucked in to socks in places where ticks are likelyHand cleaning facilities to be made available | 1 | 5 | 5 | Poisonous plant TBT carried  | 1 | 5 | 5 | Trip leader | Every day |
| **Duet / wheelchair tandem** | StaffMembersVolunteers | Injury due to tippingInjury due to tipping into water | Ensure pilot is confident with the bikeAvoid excessive speeds, especially downhillDo not ride near water | 2 | 5 | 5 | Familiarisation session with other pilots | 1 | 5 | 5 | Trip leader | Every day |
| **Animals** | StaffMembersVolunteersCarers | Members frightened by animals, including dogsDirect contact with wild or domestic animals | No dogs are permitted on sessions except assistance dogs. Assistance dogs to be well-behaved and not block the minibus aisleAvoid livestock. Where unavoidable, leader ensures groups stays togetherInstruction given prior to any animal handling.Hand washing facilities available. | 1 | 5 | 5 | Check venues ahead of time but this cannot totally control the risk. | 1 | 5 | 5 | Trip leader | Every day |
| **Wet or uneven ground, trip hazards and foreign objects**  | StaffMembersVolunteersCarersPublic | Cuts, bruises, slips, trips & falls, fractures & dislocationsDamage to property | Participants to be advised of hazardsUse of appropriate footwearCycles & other equipment to be stowed safely & securely in minibusParticipants are offered assistance on and off the bus and bicyclesTrousers and shoelaces are tucked in to prevent getting caught in the chainVenue site to be changed if needed Verbal warning of foreign objects such as low branches, along the routeTrained sighted guides and wheelchair pushers, matched to the person they are supportingFirst aid kits carried | 2 | 3 | 6 | Introduce extra training on helping people get on/off the minibus | 1 | 3 | 3 | Trip leader | Every day |
| **People** | StaffMembersVolunteersCarersPublic | Injury due to collision, theft or assault | Make participants aware of the likely event of meeting other usersEnsure all bikes are fitted with a working bellTreat horse riders with respectNo one is left unsupervisedGroup members discouraged from bringing valuables and informed to keep them out of sight | 1 | 5 | 5 | None identified | 1 | 5 | 5 | Trip leader | Every day |
| **Ride planning** | StaffMembersVolunteersCarersPublic | Cuts, bruises, slips, trips & falls ExhaustionDehydrationMuscle & ligament sorenessRoad Traffic AccidentsLate return time, possibly missing medication | Venue and session planned around capabilities of client groupAdvise participants of any hazards at the start of the dayBe aware of potholes, barbed wire, overhanging branches and slip/trip hazardsAll riders wear fluorescent jackets and cycle helmets (correctly fitted)Cycle in single file where possible and avoid busy roads where feasibleAvoid main roads wherever possible. On major road crossings, get the group together and cross safely – in split groups if this is safer | 1 | 5 | 5 | Reinforce need for high-viz amongst all pilots | 1 | 5 | 5 | Trip leader | Every day |
| Method Statement: | 1. Leader to familiarise themselves with routes to check they are safe for all participants. Adequate supporter/member ratios to be established in advance.
2. Follow manual handling toolbox talk for carrying equipment e.g. minibus seats & tandems.
3. Load and unload bikes safely and with assistance, using the lift where appropriate and away from busy roads and crowded pedestrian areas.
4. Check any equipment, including tandems, helmets and lights, are in good condition. Participants bringing their own equipment may be excluded from an activity if their equipment is deemed unsuitable.
5. Participants must not travel to the ride in the back of the minibus with the tandems. Ensure tandems are securely strapped down in the bus or give consideration to the use of the trailer.
6. Issue helmets and high-viz plus any extra clothing such as hats, gloves or extra water.
7. Session is delivered by a qualified member of staff or trained competent person.
8. Toolbox talk at start of the session. This to include general ones such as manual handling and tandem cycling, plus exceptional ones such as archaeology. Identify new or infrequent participants. Explain the format of the day and stress that people can enjoy the day at their own pace.
9. Staff and volunteers will make themselves familiar with bikes and equipment before helping members. Pay particular attention to the wheelchair tandem.
10. Leader carries emergency (PI) details, phone, throw rope (by water) & first aid kit. Welfare kit kept in bus. Tools to be kept with the back rider on the last bike.
11. Leader, rather than volunteers, to handle all members’ money.
12. Match trained volunteers with members e.g. sighted guides and members will ideally be roughly the same height & weight. Leader to share helpful information about individual members’ needs. Volunteers, staff and participants may decline to cycle with some if they are nervous about mismatched ability levels.
13. Supporters with less able back riders to be encouraged to swap regularly to prevent injury or discomfort.
14. Identify a front rider (normally the leader) and a back marker (normally a volunteer, with the tools pannier).
15. Be aware of objects or uneven ground along the route that could cause damage or injury to participants e.g. overhanging branches, tree roots, glass, potholes and structures.
16. Continually monitor the physical condition, mood and hydration levels of participants.
17. Hold regular head counts, including at key road junctions. Take regular stops, including for refreshment.
18. Hand cleaning facilities to be identified, especially before eating, drinking & smoking.
19. Check on the well-being of all participants at the end of the activity, drawing out any concerns.
20. Drop participants home (weekend rides) or see their lift has turned up before they go home (tandem evenings) or verbally screen them to ensure they are safe/willing to go home unaccompanied.
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| Signature of Reviewer: | David_Sig.jpg |

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|  | Severity of impact / consequences |
| Trivial | Minor injury | Over 3 day injury | Major injury | Incapacity or death |
| 1 | 2 | 3 | 4 | 5 |
| Likelihood | Highly unlikely | 1 | 1 | 2 | 3 | 4 | 5 |
| Unlikely | 2 | 2 | 4 | 6 | 8 | 10 |
| Possible | 3 | 3 | 6 | 9 | 12 | 15 |
| Probable | 4 | 4 | 8 | 12 | 16 | 20 |
| Certain | 5 | 5 | 10 | 15 | 20 | 25 |

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