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| **DESCRIPTION OF TASK / ACTIVITY** | **Cycling**  This generic Risk Assessment should be used as a basis for preparing an event specific Risk Assessment.  It sets out general hazards and control measures for a cycling excursion (this can be used with the generic Risk Assessment for trekking for overnight camping).  Elements may be removed if they are not applicable and additional elements may be added to address specific hazards of an excursion, activity or participants’ needs.  It is the responsibility of the Head of Establishment / Visit Leader to prepare a Risk Assessment that recognises these general hazards and provides adequate details of the hazards and control measures of their specific excursion. |
| **LOCATION** |  |

| **Item** | **What are the hazards?** | **What are you already doing, i.e. what Control Measures are already in place?** | **Anything else you need to do to manage this risk?** | **Action by whom?** | **Action by when?** | **Done** |
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| 1 | Inappropriate activity plan | * Supervisors will hold an appropriate qualification for the route and/or activity * Supervisors will hold an appropriate First Aid qualification * Supervision ratios will be a minimum of 1:7 * Group members will be appropriately trained and prepared for the route and planned activities * Route and activities have been planned to suit the abilities and needs of individual group members | In preparing excursion specific Risk Assessment you can add details of supervisor’s qualification  Is supervisor familiar with the route? Does supervisor need to do a physical assessment of the route to ensure it is appropriate for this group?  Supervision ratios may need to increased to meet individual needs |  |  |  |
| 2 | Inadequate or faulty equipment | * Leaders will visually check equipment at time of issue and immediately prior to use as per best practice * If participants are using their own equipment the leader will ensure it is suitable for the expected conditions and nature of the activity * Leaders will check that participants have appropriate clothing and equipment * Leaders will make a final check of equipment prior to the activity starting, ensuring where necessary, that it is correctly fitted and that all participants are adequately clothed and equipped | Activities may have to be adjusted or curtailed if participants have inadequate bikes or clothing and equipment |  |  |  |
| 3 | Terrain | * Supervisors are experienced in local conditions and will be trained to NGB or Moray Council standards in group management, instructional techniques and emergency procedures * Helmets, protective eyewear and gloves to be worn when cycling * Route has been chosen taking account of the nature of the activity, the ability level of the group, weather conditions and the equipment available * Alternate routes and escape routes have been planned in case of poor ground conditions * Participants will be briefed on hazards specific to the area being used and will be instructed in the skills and techniques needed to avoid them or deal with them * Leaders will ensure that safety equipment appropriate for the specific route and activity and is carried * A system for dealing with incidents will be in place, including effective channels of communication, a base contact and late back procedure | This may include  Supervisors to be aware of individual needs and abilities  Supervisors must have pre-planned alternate routes if participants are unable to continue  Participants to be briefed on safe spacing, speed  Participants to be briefed on showing respect for other road or trail users  Parts of the route may require close supervision of the group or individuals |  |  |  |
| 4 | Location - Delayed access to medical assistance | * Supervisors have appropriate First Aid qualifications for the planned route * Appropriate first aid equipment will be carried by the supervisor and the group * Group members have been briefed on the actions to take in the event of an incident or emergency * A system for dealing with incidents will be in place, including effective channels of communication, a base contact and late back procedure | Consider First Aid training for group members if they are to operate under remote supervision |  |  |  |
| 5 | Remote Location - Group late or lost | * Groups will operate as a team under the supervision of an adult leader * Teams will use pre-planned training areas or routes * Teams have been trained to navigate at the standard required for the route, including relocation procedures if lost * Teams will be briefed on the supervision plan and communication plan * A system for dealing with incidents will be in place, including effective channels of communication, a base contact and late back procedure | Consider specifying equipment to be used if groups are likely to be out after dark; torches, survival shelters, tents, etc |  |  |  |
| 6 | Weather  Current weather conditions  Rapid changes to conditions  Changes to ground conditions | * Supervisors will obtain information on weather and other relevant factors and make an assessment of conditions prior to the start of the activity * Leaders will ensure that each participant is appropriately clothed, carries sufficient food and that additional food, clothing and equipment is available to suit the expected conditions and nature of the activity * Leaders will be First Aid trained to the level required by the NGB or Moray Council (whichever is higher) * Group members will be trained to recognise early signs of hyperthermia or heat exhaustion and carry out the appropriate actions * Supervisors will modify or curtail the activity if prevailing conditions are inappropriate for the group or the planned activity | Consider needs of individual group members with additional support needs  Consider pre-planned wet weather routes |  |  |  |
| 7 | Water Hazards (streams and rivers, lochs or boggy ground) | * Supervisors will operate within the remit of their training and experience * Journeys and activity areas have been chosen to avoid streams, rivers and other water hazards * Groups will be briefed on excursion policy for crossing streams, how to travel across boggy ground and how to avoid hazards * Supervision plans will include close supervision of the group near water hazards | Consider adding specific advice such as; Where unavoidable, stream and river crossing must only be carried out where participants can cross easily. i.e. water is to be a maximum of ankle deep and the consequence of a slip will not place the participant in fast flowing water |  |  |  |
| 8 | Pre-existing medical conditions | * Parents must complete consent and medical information forms * Supervisors must familiarise themselves with any pre-existing medical conditions * Leaders will be First Aid trained to the level required by the NGB or Moray Council (whichever is higher) * Group members are to briefed on appropriate First Aid for possible medical conditions * All staff and group members to be briefed on the location and use of any inhalers or auto-injectors carried by members of the group | Consider adding details of any pre-existing medical conditions |  |  |  |
| 9 | Traffic | * Group members will be briefed on the correct techniques for cycling on or crossing public roads and will wear high visibility jackets * Supervision plans must consider using direct supervision when group are on or near public or private roads |  |  |  |  |
| 10 | Insect and animal bites and stings | * Group members must be briefed on potential hazards, safety precautions and appropriate First Aid, including Ticks and Lime’s disease, insect stings and adder bites | Dependent on the route, consider also including hazards and precautions for drinking water from natural sources |  |  |  |
| 11 | Inappropriate behaviour | * Code of conduct agreed with all group members prior to the expedition | Consider adding details for supporting specific individuals |  |  |  |
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| **Prepared by:** | |  | **Date:** |  | | |
| **Date for review:** |  | | |
|  | | | | | | |
| **Checked and Approved by:** | |  | **Date:** |  | | |