



## RISK ASSESSMENT (RA)

<b>Activity Category (Note 1):</b>	<b>Mountain Biking Activities</b>		<b>Reference Documents/Comments (Note 8)</b>
<b>Sub Activities (Note 2):</b>			Transferred and amended from SCC AT Manual Generic Risk Assessment Training of leaders, knowledge of activity
<b>RA Ref No (Note 3):</b>	RA07		
<b>RA Type (Note 4):</b>	SPECIFIC		
<b>Date of RA (Note 5):</b>	Tuesday, 31 December 2024		<b>Location/s (Note 9)</b>
<b>Review Frequency (Note 6):</b>	ANNUAL		Derwenthaugh Regional Boat Station <b>DO WE NEED TO LIST WHERE THEY TRAVEL:</b> Eg. Derwent Circuit – Quayside – Wylam etc? Note 9 says List location/s involved in the activity, this could include: - how you travel to/from the activity, were there several sites for the same activity, etc.
<b>Next Review Date (Note 7):</b>	Thursday, 01 January 2026		

Activity Category- Sub Activities (Note 10)	Hazards (something with a potential to cause harm) (Note 11)	Consequences Likelihood/Severity (Note 12)	Who and/or What is at risk (Note 13)	Control Measures (CM) Practical and evidence based, including assurance activities. New CMs required in <b>RED</b> Text: (Note 14)
Adverse weather		Exposure, loss of bearings, group split up	Cadets AV's	Leader carries spare gear including group shelter. Cadets to have appropriate kit from kit list Alternative route based on weather forecast Route maps given to all as necessary Sufficient group to leader ratios  Safety brief to be given
Technical terrain - <b>Chopwell Woods - Hamsterley Forest</b>  Steep slopes, Drops, Off camber slopes and trail obstacles such as small rocks, fallen trees, etc..	Injuries	Risk of falling off, collisions with trail obstacles, bike sliding out from underneath rider or going over handlebars. Potential for serious injury or even death	Cadets AV's	Technical Training requires Level 2 Leader Provide training Brief on trail hazards before attempting Plan route based on group abilities No racing First aid kit carried with mobile phone Helmets, glasses and gloves to be worn. Compulsory - wearing of elbow and knee protection. Long trousers and long-sleeved tops to be worn to prevent scratches. 2 instructors to be present.one in front and one at rear. Slow run at first and riding free as the course develops. Safe distance to be maintained to prevent collisions. Participants to be shown a video of descent if possible. Extra water and energy food if out for prolonged periods. Instructors must take radios for communication and Mobile phone in case of emergency.

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	Injuries caused by general trail riding - Stones and grit, insects, mud and other particulates.	Tyres flicking up particulates can get into eyes and other body parts causing injuries. Minor falls can cause grazing to hands, arms and legs.	Cadets AV's	Only used correctly serviced machines Leader to check machines before use Group to use 'M' check or similar before ride Leader to carry appropriate spares and Tools on trail Correct size of bike for rider. First aid kit must be taken as well as mobile phone.
	Injuries caused by faults with bike	Injuries from being caught in gearing, loose steering, or faulty brakes. Risk of catching body parts in moving cycle parts whilst riding	Cadets AV's	Only used correctly serviced machines Leader to check machines before use Group to use 'M' check or similar before ride Leader to carry appropriate spares and Tools on trail Correct size of bike for rider. First aid kit must be taken as well as mobile phone.
	Excessive speed causing loss of control	Injuries caused on any trail through loss of control of bike.	Cadets AV's	Briefing on appropriate riding for trail No racing Training on steering (2 hands on handlebars), braking and gear selection Leader assesses whether to lead from the front to control group speed, or set specific boundaries with check points

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	Exhaustion	Group members become unable to continue. Group can be stranded in exposed locations with exhaustion, and individuals can fall ill through exhaustion.	Cadets AV's	Leader to watch group . Activities to match group ability. Leader to clarify group have eaten appropriately before ride . Group carrying extra energy food. Leader has emergency energy foods, Glucose based and not peanut. Centre to make Leader aware of any dietary issues with group members.
	Effects of Heat and Cold (Hyperthermia and Hypothermia)	Illness through the effects of Hyperthermia and Hypothermia. Extreme cases are possible	Cadets AV's	Correct equipment and clothing. Sunscreen and sunglasses or Warm hat and gloves carried. Emergency shelter carried. Spare fluids carried (4 litres min) and fluids taken before start of ride. Water stations built into route or meetings with safety vehicle to supply.
	Blisters	Can be on hands or feet from cycling activities	Cadets AV's	Correctly fitting footwear and gloves suitable for the activity to be worn. Proper socks to be worn in shoes. Proper treatment of blister if they occur before continuing First aid kits to be carried by leader who must be first aid qualified.
	Roads and Traffic	Risk of involvement in an accident, potentially leading	Cadets AV's	Training and full briefing before moving out on ride . Observe Highway Code. Consider use of Hi-Viz or a safety vehicle.

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		to serious injuries to group members, or even death.		Avoid potentially dangerous or busy junctions and roads. Consider alternative routes. Leaders must wear HIViz.
	Benightment	Risk of being out with a group still at dusk.	Cadets AV's	Proper route planning with late back procedure. Realistic route for group. Ride only if plenty of time before sunset. Carry torch and set of lights with group shelter. Night riding only if leader is qualified to do so. Mobile phone to stay in touch with centre.  Bikes to be fitted with lights before departure.
	Collisions	Risk of injury	Cadets AV's	Safety brief to include consideration for other users on trails. Leader position. Ideally if 2 leaders front and rear to give audible warning safe distance to be explained on the proficiency test eg 2 bike lengths.
	Skills Area training at the top of Slipway	Accidents on the roadway leading to the slipway	Cadets AV's	Safety brief to include consideration for others using the slipway and pedestrians. Boundaries to be given to prevent bikes going down the slipway. Bikes to be walked to the training area and return
	Hazards as identified on approved routes.	Road accidents	Cadets AV's	Clear dangers identified on route plan with necessary actions to be taken to reduce risk.  Only approved routes to be used.

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				Riverside to Wylam Riverside to Newcastle Quaside Derwent Valley -

ACCEPTANCE AND AUTHORISATION	Name	Role/Post	Comments	Date
Original Assessor (Note 15)	Alfie Simpson	Principal		1/1/2025
Additional/Exceptional controls implemented by? (Note 16)				
RA Approval (Note 17)	A Simpson	Chairman		01/01/2025
RA Approval (Note 18)	D Finlay	Chief Instructor		07/01/2025

## RA 1 Guidance Notes:

Note No	Text (From RA1 Form)	<b>Aid Memoir</b> (Refer definitions covered earlier in this guidance document)
1	Overall Activity	- This is overall activity e.g. Litter picking as a community project
2	Sub Activities	- Sub activities taking place as part of the overall activity Travelling to/from the location, litter picking, Stand Easy etc
3	RA Ref No	- Decide on a local document numbering convention and place the Ref No here, - It is also useful to have a RA Register with the number convention confirmed. - For Unit activities that are on Westminster, use the Westminster activity reference as part of the numbering convention.
4	RA Type	- Are you creating a new specific RA or using an existing generic version? A dropdown box is provided to choose Generic or Specific - If using a 'Generic' risk assessment, assessors are to satisfy themselves that it is valid for the task and that all significant hazards have been identified and assessed. - When additional hazards are identified they are to be recorded and the generic assessment updated. - Where a generic RA is not available, for example where it is a one-off task , a specific risk assessment should be conducted. - The RA may also identify the need to undertake specialist RA e.g. COSHH, Manual handling, Fire, Workstation, templates for these RAs are on the T&A
5	Date of RA	- Use date selector
6	Review Frequency	- A dropdown box is provided with Annual or 6 Monthly or Other. Where other is selected place some covering text in box next to the period. - Part of the RA Process requires that RAs are reviewed periodically. - Risk Assessments are to be reviewed: <ul style="list-style-type: none"> <li>- At frequency that is appropriate to the level of risk of the activity (e.g., high risk - potentially each time the activity is to be conducted or at least 6 monthly; medium risk review control measures and improve if reasonably practicable to do so; 6 monthly or at least annually; low risk – annually)</li> <li>- As outlined by local instructions/procedures</li> <li>- If there is any reason to doubt the effectiveness of the risk assessment.</li> <li>- Following an Incident</li> <li>- Prior to use after additional control measures have been implemented and signed off.</li> <li>- Prior to significant changes to the task, process, or procedure.</li> </ul> - Prior to the introduction of a vulnerable person(s).
7	Next Review Date	- Use date selector



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8	Reference Documents/Comments	<ul style="list-style-type: none"> <li>- List any standards, regulations, procedures or guidance referenced during the RA process.</li> <li>- Add comments to support the risk assessment, make it clear what the activity is.</li> </ul>
9	Location/s	<ul style="list-style-type: none"> <li>- List location/s involved in the activity, this could include:               <ul style="list-style-type: none"> <li>- How you travel to/from the activity, where there several sites for the same activity, etc</li> </ul> </li> </ul>
10	Activity Category-Sub Activities	<ul style="list-style-type: none"> <li>- Try to break the activity down in sub activity/s.</li> <li>- Example, could be:               <ul style="list-style-type: none"> <li>- Travelling to the location</li> <li>- Travelling back</li> <li>- Different activities at the location</li> <li>- Emergency planning</li> </ul> </li> </ul>
11	Hazards something with a potential to cause harm	<ul style="list-style-type: none"> <li>- Defined as 'Something with a potential to cause harm'.</li> <li>- Carefully look at the activities involved and walk through each activity in detail, look for the hazards e.g. cable across a walkway, loose paving slab outside a unit, hazardous cleaning equipment, poorly maintained electrical equipment, lifting heavy equipment, etc.</li> <li>- You may need to talk to subject matter experts to fully understand the hazards</li> </ul>
12	Consequences Likelihood/Severity	<ul style="list-style-type: none"> <li>- Probably the most important step within the process, however this is a step that you undertake on regular basis as part of life, crossing the road, driving a car etc.</li> <li>- <b>Likelihood</b> - Look at the hazard and determine how likely is that someone could be harmed by the hazard. If we use an example above 'Loose slab', all the time there is no one using that walkway the likelihood is low, change this to parade night on a dark winters evening, and the likelihood of an injury has increased considerably.</li> <li>- <b>Severity</b> – Regardless of how likely it is, how severe will the outcome be from an injury point of view e.g. could it be fatal or lead to a major injury or would it be fairly minor?</li> </ul>
13	Who and/or What is at risk	<ul style="list-style-type: none"> <li>- Talk to those that may be involved in the activity, walk through the activity planning with them and ask them about their concerns.</li> <li>- Think about vulnerable people, young people, those with a disability or, medical condition and their capability to undertake the activity,</li> <li>- Think about those not directly taking part in the activity such as the public or the emergency services who may attend if something goes wrong.</li> </ul>
14	Control Measures (CM) CMs not yet in place in <b>RED</b> Text:	<ul style="list-style-type: none"> <li>- This section is all about controlling the identified risks</li> <li>- Look at what you're already doing, and the controls you already have in place.</li> <li>- Ask yourself: can I get rid of the hazard altogether?</li> <li>- If not, how can I control the risks so that harm is unlikely? It is always difficult to reduce the severity!</li> <li>- If you need further controls, consider:</li> </ul>

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		<ul style="list-style-type: none"> <li>- Redesigning the activity replacing the materials, equipment or process</li> <li>- Organising the activity to reduce exposure to the materials, equipment or process identifying and implementing practical measures needed to work safely</li> <li>- Providing personal protective equipment and making sure people involved wear it.</li> <li>- Control in <b>Red Text</b>, means these are controls that are not yet in place and need to progressed prior to the activity taking place.</li> <li>- What reasonably practicable means:               <ul style="list-style-type: none"> <li>- Put the controls you have identified in place.</li> <li>- You're not expected to eliminate all risks but you need to do everything 'reasonably practicable' to protect people from harm.</li> <li>- This means balancing the level of risk against the measures needed to control the real risk in terms of money, time or trouble</li> </ul> </li> </ul>
15	Original Assessor	<ul style="list-style-type: none"> <li>- This is the person who is undertaking the risk assessment. This person should a competent person who is used to undertaking risk assessments.</li> <li>- Ideally the person should have completed some formal risk assessment training through the DLE (Managing Safely training course, MSSC Online training, or external training through their full time work.</li> </ul>
16	Additional/Exceptional controls implemented by?	<ul style="list-style-type: none"> <li>- Where additional control in <b>Red Text</b> have been identified, these measures need to be implemented prior to the activity commencing, they must be signed off by either the assessor or the person developing the control measures.</li> </ul>
17	RA Approval	<ul style="list-style-type: none"> <li>- The activity risk assessment must be approved by the chain of command, e.g. for unit-based activity the CO/OiC or for District activities the DO.</li> </ul>
End		