

Risk Assessment Form for Leaders

Whilst leaders have to be conscious of safety at all times and constantly evaluate risk, it must be recognised that it is not possible or indeed desirable to entirely remove all risk from adventurous activities. The main factor in managing this risk is the quality, experience and judgment of the leader, whose purpose it is to ensure that consequences are acceptable. Leaders are expected to make decisions in the best interests of their clients and whilst they are required to be mindful of guidelines and standards of accepted practice, no attempt is made to interfere with their on the spot judgement.

Activity			
Activity	Type of activity:		
	Date of activity:	Start time:	Estimated finish time:
	Leading environment:		
	Seasonal conditions (AALA):		
Riders	Estimated no:	Ability:	Age:
Leader	Name:		Telephone:
☐ Tick here to confirm that the leaders are appropriately qualified			
Signature:			Date:

Hazard description	People at risk	Control measures	Notes
Fall from bicycle	Riders, leaders	Riders wearing suitable and properly adjusted helmets. Route chosen carefully with regard to the group, skill level, gradients and terrain.	
Collision between two or more riders	Riders	Clear instructions on spacing, particularly on descents. Encourage of verbal and non-verbal (hand signals) communication within the group.	
Collision between rider and leader or other trail users	Riders, leaders, members of the public	Clear instructions on spacing, particularly on descents. Encourage verbal and non-verbal (hand signals) communication within the group. Brief the group on the dangers presented by others (eg pedestrians, animals and other cyclists) and on how to ride in a responsible manner.	
Traffic accident	Riders, leaders, members of the public	Ensure suitable supervision and ratios are in place. Clear instructions on speed, formation, spacing, signals and communication. Brief the group on problems of on-road sections and of dangers presented by others (eg vehicles, pedestrians, animals and other cyclists). Deploy other appropriately qualified staff and responsible adults throughout the group.	

Hazard description	People at risk	Control measures	Notes
Mechanical breakdown	Riders, leaders	Bikes maintained adequately for intended trip. Bike, helmet and clothing check conducted prior to the ride; leader to carry spares and tools.	
Medical emergency	Riders, leaders	Medical disclosure forms collated and reviewed before the ride. Leader has current Outdoor First Aid certificate. Emergency procedures in place. Voluntary staff made aware of emergency procedures. Group made aware of procedures should anything happen to the leader.	
Hypothermia	Riders, leaders	Appropriate clothing for the conditions. Carry spares and tools. Bikes maintained adequately for the trip and checked. Obtain weather forecast. Escape routes planned.	
Dehydration	Riders, leaders	Check the current weather forecast. Advise the riders on appropriate equipment and clothing, and check it immediately prior to trip. Have alternative routes in mind, and modify or shorten the route if necessary.	
Adverse weather conditions	Riders, leaders	Check the current weather forecast. Advise the riders on appropriate equipment and clothing, and check it immediately prior to trip. Have alternative routes in mind, and modify or shorten the route if necessary.	
Group separation/ missing group member(s)	Riders	Clear instructions to adult helpers and leaders: supervise both front and back of group. Leaders to remain in regular contact with each other.	
Navigational error	Riders, leaders	Leader appropriately trained in use of map, compass and cycle computer. These items to be carried if appropriate.	

Comments/Additional Notes