



# Risk assessment form (H&S)

<b>Name of assessor(s)</b>	Karl Watson, Callum McMillan	<b>Group / Establishment:</b>	SSE Outdoors
<b>Date</b>	January 2024		

<b>What is the workplace / activity / equipment / conditions (delete as appropriate) being assessed:</b>	<b>How was the assessment done?</b> e.g. desktop exercise, site visit, in consultation with employees, managers, safety representatives?	<b>Next review date:</b>
		January 2024
Offsite mountain biking takes place within the Quantock hills – we have a set route that is used for the few groups that do off site mountain biking. Start & finish points are followed on from this document, including grid ref.	Route research and visit completed, regular rider on Quantocks	<b>Mobile reception / nearest landline</b>
		Varied

Who could be harmed, and how?	What is already being done to control the risks?	*Risk Rating Severity x Likelihood			What further action is recommended to reduce risks further?	Action by whom?	Date action due	Date action done
		S	L	S x L				
<b>All participants –</b> Clothing/ hair entrapment & jewellery.	<ul style="list-style-type: none"> <li>COP guidance regarding clothing to be followed.</li> <li>Hair to be tied back and/or tucked out of the way throughout session.</li> <li>Suitable footwear/ clothing to be worn in accordance with weather.</li> <li>Extra PPE to ready if needed.</li> <li>Any jewellery to be removed at start of session.</li> </ul>	2	2	4				
<b>All participants –</b> Slips, trips, falls & minor injuries	<ul style="list-style-type: none"> <li>Group to be always kept under control.</li> <li>Session explained to all – aims – route – etc</li> <li>Additional staff to support the lead instructor(s)</li> <li>Helmets and any other PPE to be worn throughout the entire session</li> </ul>	4	2	8	The risk is minimised so long as the instructor is progressing the group in line with their ability. Excellent group management and thorough observation by	All lead instructors	continuous	

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	<ul style="list-style-type: none"> <li>Briefed to take care moving around car park with bike.</li> <li>Controlled braking to be taught first.</li> <li>Instructor to assess group or individuals' ability and ad All participants to be taught how to select appropriate gear on the bike.</li> <li>Instructor to assess group or individuals' ability and adapt session appropriately</li> <li>All staff to have first aid kit on session.</li> </ul>				instructor and supporting staff is essential. Health benefits, skills and knowledge that the participants will learn, will help transfer into other environments after their session. They will hopefully gain better understanding and control of their bike in different terrains. Giving them confidence to continue after their residential experience with us.			
<b>All participants – Extreme weather.</b>	<ul style="list-style-type: none"> <li>Check weather prior to start of session/day</li> <li>Cease activity if lightening is within 2 miles (1 mile per second from thunder to lightening)</li> <li>Alternative activity identified if winds are high</li> </ul>	2	3	5				
<b>All participants – getting lost / becoming separated</b>	<ul style="list-style-type: none"> <li>Close supervision and group management always.</li> <li>Regular head counts.</li> <li>Muster points communicated with all.</li> <li>Route card and timings left at the centre.</li> <li>Safety brief and staying together communicated with the whole group.</li> </ul>	5	1	5				
<b>All participants – Collisions</b>	<ul style="list-style-type: none"> <li>Instructor to explain leaving a safe gap between each other, throughout the session</li> <li>A thorough safety brief given to all participants</li> <li>Supporting staff to observe and assist with group management</li> <li>Continuous reminders of group spacing</li> <li>Instructors to be in PMU where possible</li> <li>Bikes are maintained and checked before the start of every session and at the end</li> </ul>	4	2	8	The risk is minimised so long as the instructor is progressing the group in line with their ability. Management of group/party leader expectations is essential. The health benefits and skills which children learn are then transferred into their home environment (better bike control, understanding of braking,			

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	<ul style="list-style-type: none"> <li>Muster points are communicated with the group for each leg of the ride</li> </ul>				balance, safe riding position) and make this a worthwhile activity to partake in, whilst accepting the elevated associated risks.			
<b>All participants</b> – injury caused through impact with the bike itself	<ul style="list-style-type: none"> <li>Always maintain a seated position unless explained not to by the instructor(downhill)</li> <li>Feet to remain in contact with the pedals</li> <li>Seat height adjusted for everyone by instructor</li> <li>Level pedals explained to participants when travelling over uneven ground and downhill</li> </ul>	4	2	8				
<b>All participants</b> – Falling off the bike	<ul style="list-style-type: none"> <li>Pre-Ride Observation done on site before trip, can they Start/Stop, Brake, change direction and change gear.</li> <li>Safe &amp; correct use of brakes &amp; gears communicated to all</li> <li>Continuous reminders of safety points throughout session</li> <li>Keep group together, work to their abilities</li> <li>Ensure seat position is correct throughout the session</li> </ul>	2	3	6				
<b>All participants</b> – Safety equipment failure/ damage.	<ul style="list-style-type: none"> <li>Only centre owned equipment to be used.</li> <li>Manufacturers guidelines for replacement, storage of equipment to be followed.</li> <li>Equipment checks to be carried out in line with equipment management procedure.</li> <li>Instructor to check equipment for signs of wear and damage each session.</li> <li>Report any damaged equipment, and place in the 'de-com bin' in core stores with corresponding defect form filled out.</li> <li>Assessed instructor to oversee the tower operation and any of its associated safety equipment.</li> </ul>	3	2	6				

Please now pass this assessment to your manager for approval

<b>Name of assessor's manager:</b>	Ack Moore	<b>Date:</b>		<b>Manager's comments</b>	
<b>Signature:</b>					

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	<ul style="list-style-type: none"> <li>Regular equipment inspections to be carried out and recorded</li> <li>'M' check of each bike at start and end of session</li> <li>Check mountain bike course during morning set up to ensure it is safe and useable</li> <li>Instructor fixes any issues with bikes that can be easily maintained</li> </ul>							

\* [Click here](#) for guidance in calculating Risk Rating. Rate the **severity** of the potential harm (between 1-5, where 5 is fatal) and the **likelihood** of the harm occurring (again 1-5 where 5 is very likely). Guidance is at [HS 004](#).