



## Betteshanger Park Risk Assessment Form

ACTIVITY TYPE: **MTB Led Ride**

LOCATION: **Betteshanger Country Park  
Deal, Kent  
CT14 0BF**

NO. OF TRAINED EMPLOYED/STAFF/STEWARDS:

Kieron Driver  
Craig Robertson  
Dominic Plant  
Ian Pettitt  
Natalie Edwards

ASSESSOR (print): **KIERON DRIVER**

ASSESSMENT DATE: **15 / 5 / 21**

# RISK ASSESSMENT

## Activity Location



# RISK ASSESSMENT

## HAZARD AND RISK IDENTIFICATION

**ACTIVITY:** MTB Led Ride **LOCATION:** BETTESHANGER PARKS

**Persons at Risk** = A: Employee B: Young Person/Trainee C: New/Expectant Mother D: Contractors E: Member of the Public F: Others in the Vicinity

SIGNIFICANT HAZARDS IDENTIFIED	PERSONS AT RISK	RISK RATING			CONTROL MEASURES	DATE ACTIONED and SIGNATURE
		Hazard x Risk = Risk Level				
<p><b>Collisions with other Cyclist's, Members of the Public and Animals</b> Head injury, General injury to body</p>	A – F	3	3	9	<p>Staff to be vigilant in taking the cyclists the correct way around the trails + Tarmac Track explaining to them that the trails are all way marked, signed or painted to state the direction/route that cyclists must follow, the ability/experience needed to undertake them as well as "No Entry" signs as well as the fast lane for fast cyclists to 'ONLY' use (road bikes). If public or cyclist are going around the wrong way on the tarmac track, in the fast lane, on the MTB trails, the instructor will inform them to abide by park rules.</p> <p>Instructors to make sure that the participants are continuously wearing their helmets unless you (the instructor) allows them to take them off.</p> <p>Instructor to set clear boundaries surrounding the spacing between each rider (4 seconds) so that there isn't a pile up.</p> <p>Instructors must inform/enforce that the participants must dismount from their bike and walk their bike down the hill through the play park to avoid collision with other members of the public i.e. children.</p>	16/6/2021 Kieron Driver

<p><b>Falling off bike</b> Slips and falls, tree roots, uneven paths or slippery mud and puddles, flooding. General injury</p>	A – F	2	3	6	<p>Instructor to remind participants to cycle safely, especially on bumpy wet ground. Constant re-enforcement of coaching points about the conditions / upcoming obstacles and hazards</p>	16/6/2021 Kieron Driver
<p><b>Mechanical failure / Inadequate or Inappropriate Equipment</b> <i>Minor bruises and cuts &amp; General injury</i></p>	A – F	2	2	4	<p>A Pre Ride Safety Check will be performed on the bikes with the participants before the activity commences to find any faults with the bikes i.e. brakes, wheels etc... as well as seeing if they are happy with them Hire bikes to be visually and manually checked by the Staff as they get them out of the containers and before they are sent out (Pre Ride Safety Check) Bikes that are to be found faulty must be corrected before activity commences or taken out of service to be fixed at a later point (dependent on severity of issue). Instructors to check participants are wearing appropriate clothing, visually check to ensure no loose clothing will get caught in wheels &amp; chains. Staff to take a small repair kit (Allan key + smaller tools/tube) to do on spot repairs.</p>	16/6/2021 Kieron Driver

SIGNIFICANT HAZARDS IDENTIFIED	PERSONS AT RISK	RISK RATING			CONTROL MEASURES	DATE ACTIONED and SIGNATURE
		Hazard x Risk = Risk Level				
<p><b>Inexperience / lack of competence</b> - <b>loss of control</b> General injury</p>	A – F	2	2	4	<p>Instructors to gain an insight to the participant's competence level before the activity commences and on route to trails, via verbal questions and watching the group cycle.</p> <p>The route(s) to be adapted/modified to cater for the range of abilities within the group</p> <p>Instructor to be vigilant at all times to assist with unconfident riders i.e. explain the course (what is next, the difficulty and how to overcome</p>	16/6/2021 Kieron Driver
<p><b>Participants riding into bushes/trees</b> <i>Minor bruises and cuts</i></p>	A – F	2	3	6	<p>Bushes/trees trimmed back when foliage/branches get too long i.e. overhang on the trail or impaired visibility.</p> <p>Staff to reinforce coaching points on braking to reduce the risk of being out of control</p>	16/6/2021 Kieron Driver
<p><b>Collisions with vehicles</b> General injury and death</p>	A – F	1	5	5	<p>All staff briefed to be vigilant i.e. driving 10mph with the hazards on during park opening times.</p> <p>Welcome briefing before activity to mention about the dangers posed by any vehicles around the car park areas i.e. riding single file.</p>	16/6/2021 Kieron Driver

<p><b>Group or individual becomes lost or separated from group</b>                  Distress, Abduction</p>	<p>A, B, E</p>	<p>1</p>	<p>5</p>	<p>5</p>	<p>Instructors to carry Radios and Mobile phones in order to stay in contact with staff throughout activity.                  One instructor will stay at the Front to guide the participants through the trails whilst the instructor / teacher at the rear prevents loss of participants. Lead Instructor to stop group at regular intervals to let the rest of the group catch up/regroup before continuing the ride.                  Staff to follow lost child procedure if a participant is lost or separated from the group i.e. the participants stay where they are whilst the instructor goes back to look for them so that they know what point to get back too.                  Participants to sign in and out of the activity on register, so that leaders know when they have left. Ensuring that the child is with the appropriate adult responsible for them is - instructor.                  Instructor(s) to consider wearing high vis for larger group sizes.</p>	<p>16/6/2021                  Kieron Driver</p>
<p><b>Participants getting too hot / too cold</b>                  Adverse weather conditions</p>	<p>A – B</p>	<p>3</p>	<p>2</p>	<p>6</p>	<p>Adverse weather (Thunder, Very high winds, snow) and super low and super high temperatures a decision will be made to postpone the session.                  Instructors to be vigilant on what the weather currently is and to suggest to participants to add/remove layers of clothing if needed.                  Instructor to make sure everyone stays hydrated and to go back to fill up water bottles if needed in the hot weather and in cold weather to get the group to do a warm up to increase body temperature.</p>	<p>16/6/2021                  Kieron Driver</p>

<p><b>Health of participants unsuitable for activity.</b> Medical Issues/Injury</p>	<p>A – F</p>	<p>2</p>	<p>2</p>	<p>4</p>	<p>Instructors will have a first aid kit with them in case of emergency. First Aid Kits are also located at the Park Office as well as at Bike Hire. Instructor(s) will have a radio as well as their mobile phone to keep in contact with other Site Staff in case of emergency and timings. Staff to be vigilant with the group and any change in behaviour / look of participants. Decision to be made about removing individual from a session if health deteriorate. Parents or guardian to be called for collection / 999 if condition worsens.</p>	<p>16/6/2021 Kieron Driver</p>
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## RISK ASSESSMENT

### HAZARD AND RISK IDENTIFICATION

Risk Rating		
Hazard (Severity)	Value	Risk (Likelihood)
Negligible	1	Unlikely
Slight	2	Possible
Moderate	3	Quite Possible
Severe	4	Likely
Very Severe	5	Very Likely

Hazard Value x Risk Value = Risk Level

Ranking of Risk (Risk Level)	
1 – 4	Low Risk
5 – 15	Medium Risk
16 - 25	High Risk

**Low Risk** – risk can be acceptable.

**Medium Risk** – acceptable with adequate control measures in place.

**High Risk** – action must be prioritised and timetabled to reduce risk to an acceptable level.