

Biking offsite – Henley Fort

Activity	Hazard type	Who may be harmed	Is the risk adequately controlled
General	General	All Participants	Instructors appropriately trained. Instructors to carry first aid kit, medical details, mobile phone, spare equipment. Staff must follow operational procedures of activity sessions. Participants assessed for suitability before commencing offsite activity. Mobile backup staff in case of emergency. Ensure participants with asthma or any allergic reactions are known, any appropriate medication is carried.
Human	Getting lost	All Participants	Instructor led - group must stay together. Brief group in the event of getting lost.
Human	Falling Off	All Participants and instructors	Appropriate P.P.E. worn to minimize harm. Instructors appropriate trained to deal with offsite incidents. Instructors will continually risk assess the environment to control the groups speed and use of equipment.
Environment	Road traffic	All Participants and instructors	Ensure that participants are aware of roads, suitable parking areas provided, place staff at key crossing points on any roads involved. E.g. access tracks. Ensure individual suitability for road riding.
Environment	Falling in water, e.g. Rivers, streams	All Participants and instructors	Instructor to carry rescue equipment. (Throw line if in close proximity). Brief group on emergency action required.

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Environment	Face eye and body injuries from vegetation	All Participants and instructors	Group briefed prior to activity. Full body covering when riding through vegetation or use the paths only. Warn participants about branches & stems hazards. Ensure clients with asthma or any allergic reactions are known an appropriate medication is carried.
Environment	Other users. Dogs / horse users	All Participants and instructors	Brief group about: - awareness of other path users, avoiding contact. If necessary, stop bike and dismount and stand behind bike.
Environment	Potholes/Tree roots	All Participants and instructors	Ensure group are aware of the area and terrain they are cycling on, and what to look out for whilst cycling. Reinforce fact that the exercise is not a race. i.e.: we cycle at the slowest person's pace!
Environment	Reservoirs (covered)	All Participants and instructors	Ensure group are aware of the area that they are cycling around and brief them on what to stay clear of. Enforce rules of sticking to the planned route.
Environment	Road Awareness E.g.: A31	All Participants and instructors	Brief group about correct practice of crossing the road and make appropriate safe use of the subway provided.
Environment	Steep paths	All Participants and instructors	Ensure group are aware of the area and terrain they are cycling on, and what to look out for, and what not to cross. i.e.: fences/boundaries.
Environment	Machinery	All Participants and instructors	Ensure group members are aware of their surroundings, and that they are clear on what to

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			do in the event that they are faced with machinery.
Environment	Exposure / wind burn	All Participants and instructors	Ensure all participants are wearing appropriate clothing and protection from the weather. Check detailed weather forecast before commencing activity.
Equipment	Inaccurate maps/compass	All Participants	Visit area beforehand & ride route, regularly maintain and update maps.
Equipment	Radios / Telephones failure	All Participants and instructors	Ensure batteries are charged beforehand, carry spares / charger in vehicle.
Equipment	Mechanical failure of bikes	All Participants and instructors	Bikes regularly maintained. Bikes checked prior to use. Spares and basic tool kit carried. SO.L.D. staff to have a person on call with use of a vehicle.