

## Biking offsite – HA

Activity	Hazard type	Who may be harmed	Is the risk adequately controlled
General (see also site -specific general hazards)	All hazards	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. Group leader must ensure completed medical forms for all participants and ensure participants with medical conditions are known; any appropriate medication is carried. Procedures and Guidelines in place by Surrey County Council. Group leaders to read and agree conditions of use of the Surrey Outdoor Learning and Development sessions. Pre site visit and risk assessment completed by Surrey Outdoor Learning and Development (S.O.L.D) staff. Back up vehicle on site in case of emergency / malfunction of bike.
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.

Activity	Hazard type	Who may be harmed	Is the risk adequately controlled
Environment	Road traffic / Crossing roads	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.
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	Machinery	All Participants and instructors	Ensure group members are aware of their surroundings, and that they are clear on what to do in the event that they are faced with machinery.

Activity	Hazard type	Who may be harmed	Is the risk adequately controlled
Environment	Exposure / sun 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	Failure to put the safety equipment on correctly	All Participants and instructors	All staff will be given staff training to spot incorrect wearing of safety equipment, all harnesses will be checked before they are put away each session.
Equipment	Mechanical failure of bikes	All Participants and instructors	Bikes regularly maintained. Bikes checked prior to use. Spares and basic tool kit carried. Mobile staff backup available.