

DESCRIPTION OF TASK / ACTIVITY	<p>Generic Risk Assessment (Off Road cycling)</p> <p>This is a generic Risk Assessment. It is the responsibility of the Head of Establishment / Visit Leader to prepare a Risk Assessment for a visit that recognises these general hazards but also provides adequate details of the hazards and control measures of their specific undertaking.</p> <p>Local Authorities / other organisations may require Visit Leaders to complete their own specific risk assessment template e.g., one that uses a scoring system that provides a quantifiable measure of the risk.</p> <p>The generic information below sets out general hazards and control measures, which can be adapted and used with any template – the information can be used either as a standalone risk assessment for the adventure activity element of a visit or integrated into the risk assessment for a whole visit.</p>
LOCATION	

Item	Aspect of trip: potential hazards and risks	Who is at risk?	What are you already doing, i.e. what Control Measures are already in place?	Further Actions Required
1	Travel & Transport			
			<i>Specific trip details to be added</i> NOTE: Further control measure for recognising that your Maximum Authorised Mass is not exceeded when towing equipment and transporting participants and equipment may be required within this section	
2	Participants Health & Wellbeing			
			<i>Specific trip details to be added</i> NOTE: Further control measures need to be noted	
3	Venue			
			<i>Specific trip details to be added</i> NOTE: Further site-specific control measures for reducing recognised risks will need to be noted	
4	Activity			
	Incompetent staff	Participants	<ul style="list-style-type: none"> Activity leader will hold relevant minimum qualification for terrain and venue Activity leader will be familiar with venue and route 	

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	Inappropriate plan	Participants	<ul style="list-style-type: none"> • Group must be adequately trained and prepared • Where the group is unknown to the leader then an appropriate assessment of participants skills and abilities should take place to establish competence, this should, in turn, influence the final route choice. • Activity leader should brief participants and ensure suitability of riders if sections of road are to be used to link up off-road sections. • Activity leader should seek out a suitable weather forecast and plan accordingly • Activity leader should consider making participants aware of what they should do in the event of becoming separated from the rest of the group. • Activity leader should ensure that participants are suitably fuelled and hydrated for the trip and that they remain so for the duration 	
	Inadequate or faulty equipment	Participants	<ul style="list-style-type: none"> • Activity leader check, issue and adjust bikes and other equipment such as helmets to ensure correct sizing and operation of all controls • All bikes are maintained to an appropriate schedule • All mechanical faults are reported, and bikes identified and removed from service / system to prevent further use prior to repair • Activity leader to carry relevant tools for repairs for which they have been trained and assessed to carry out 	
	Inappropriate or inadequate personal protective equipment (PPE)	Participants	<ul style="list-style-type: none"> • All participants will wear a suitable helmet well-fitting and in good condition • All participants to wear suitable clothing for the conditions of the ride • Protective eyewear to be considered • Activity leader to carry suitable equipment for group management in line with operation procedures • Activity leaders should consider methods of ensuring the group is clearly visible to other road users should the route take in any road sections – Hi-Viz, lighting etc 	
	Terrain	Participants	<ul style="list-style-type: none"> • Group must be adequately trained and prepared for the route • Activity leader to give appropriate instructions regarding 	

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			spacing, speed and trail etiquette <ul style="list-style-type: none"> • Activity leader to monitor speed and spacing of group members • Activity leader will brief group and monitor speed of on steep / challenging sections • Activity leader should consider their positioning within the group for various types of terrain to maximise the benefits of their presence. This may be of particular importance at steep ups / downs, technical features, junctions, roads etc. • Activity leader should consider the use of demonstrations to assist with participants understanding. • Activity leader to ensure that participants are aware that there is a choice to not ride sections if they feel that they are too challenging 	
5	Weather & Environment			
			<i>Specific trip details to be added</i> NOTE: Further control measures need to be noted	
6	Emergencies			
			<i>Specific trip details to be added</i> NOTE: Provide control measures in relation to accessing help in the event of an emergency when operating in remote locations where mobile phone signal may not be available	
Prepared by:			Date:	
			Date for review:	
Checked and approved by:			Date:	