

DESCRIPTION OF TASK / ACTIVITY	Off Road cycling on marked forest and single tracks Senior phase S1-S2 / Youth Work Group Note: activity providers to meeting the group with the equipment at the chosen location. Transport is by school minibus.
LOCATION	Queen Elizabeth Forest (Aberfoyle Milton Carpark) Grid NN 498 010

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			
	Unsecured bike falls off trailer whilst being transported colliding with vehicle / pedestrian	Others	<ul style="list-style-type: none"> • Driver of the vehicle to check bikes are secure before departing on and off site • Activity leaders to load and secure the bikes on and off the trailer 	
2	Participants Health & Wellbeing			
	Access to medication is unavailable during activity	Participants	<ul style="list-style-type: none"> • Participants medical information to be shared with the activity provider. • Specific participants medication to be carried by the participants and spares to carried by the activity leader 	
	Severe allergic reaction to peanut based foods	Participant	<ul style="list-style-type: none"> • Group to be aware that an adult support staff from the school is allergic to peanut based foods • Food will only be eaten outside and not on the bus • Adult to carry anti-histamines tablets and adrenaline devices • Activity leaders are trained on how to administer the medication • Activity leaders have a plan of communication in the event of an emergency 	
3	Venue Queen Elizabeth Forest (Aberfoyle / Milton Carpark) Grid NN 498 010			
	Car park is busy on arrival and transport is unable to get parked safely to unload equipment and participants.	All	<ul style="list-style-type: none"> • Re- locate to the other carpark to park to unload safely and ensure the arriving group are directed accordingly 	

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	Unplanned forestry works due to storm damage results in the new route being longer in distance	Participants	<ul style="list-style-type: none"> • Activity leader to assess the groups physical fitness prior to leaving and be aware of the groups performance during the ride • Clear communication with group leaders and activity providers is made regards the possible implication on participants due to change in ride distance • Alternative routes are planned in relation to participants needs and abilities 	
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 	
	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 	

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	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 spacing, speed and trail etiquette • 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			
	Paths/ground becoming unsafe due to rain/snow/ice	All participants	<ul style="list-style-type: none"> • Weather forecast will be obtained in the lead up to and on the day • Activity leader holds relevant NGB qualifications and is trained and competent to make sound judgements in relation to participants needs • Alternative route planned if required 	
6	Emergencies			
	Participant injured and access to	All	<ul style="list-style-type: none"> • Group leader has current and valid first aid certificate 	

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	emergency services delayed		<ul style="list-style-type: none"> • First aid kit carried relevant to group size • Activity leaders are familiar with mountain rescue protocol and/or evacuation procedures depending on severity/mobility of injury • Mobile phone signal may not be reliable, so alternative communication methods may be required. • A charged phone carried by every member of staff • Emergency contact available at base if required • Emergency contacts have been provided for all participants and left with base 	

Prepared by:		Date:	
		Date for review:	
Checked and approved by:		Date:	