RISK ASSESSMENT FORM – BEATING THE BOUNDARIES CYCLE RIDE

Commences at: The Courtyard, The Old Monastery (See attached Route Map)	Event Date: 11th July 2026	Assessed by: Huw Jones (CEO)
Task / Activity: Beating The Boundaries Cycle Ride	Review Date: 7th May 2026	Reference Nº: N/A

Activity / Task	Hazards / Risks	Persons at risk	Controls in place	Severity (1-5)	Likelihood (1-5)	Risk / Priority	Additional controls required
Traffic & Road Hazards	Conflict with vehicles Congested Roads Road Conditions Pedestrian Crossings Central Section off road with rougher surfaces	Participants/attendees and staff	Town Council and Cycle Stortford to provide route maps highlighting safe cycle paths and potential hazards. If necessary, implement diversions or closures where applicable. Site walk / drive prior to event to check for hazards. Issue information to local participants and advertise the event to local community. Slow speed or walking as dictated by conditions.	3	1	3 (low)	
Weather Conditions	Rain Wind Reduced Visibility Slippery Surfaces	Participants/attendees and staff	Monitor weather forecasts and consider postponing the event if conditions pose significant risks. A summers day has been chosen. Provide guidance on appropriate clothing and gear for varying weather conditions.	3	1	3 (low)	

Participant Health and Fitness	Injury Dehydration Fatigue	Participants/attendees and staff	All cyclists reminded prior to the event to bring water and to wear a helmet and suitable clothing. Complimentary Water bottles will be available. Café available at mid-point.	3	1	3 (low)	
Medical Emergency		Participants/attendees and staff	At least 2 first aid qualified Mounted Marshals (with x2 first aid kits) on the journey to Henry Moore Foundation. Outward ride and ride back after 2 hours covered. Emergency procedures in place. Voluntary staff made aware of emergency procedures. Qualified first-aiders at Henry Moore Foundation. In case of an emergency dial 999 immediately from a mobile phone. **Non-emergency:** Police – 0845 33 00 22 2 or 101 Fire Station – 01279 696800 Princess Alexandra Hospital – 01279 44 44 55	5	1	5 (low)	
Bicycle Malfunction	Injury Mechanical Failures Flat Tires Brake Failure	Participants/attendees and staff	All participants encouraged to take up the offer of a pre-event bicycle inspection/service. Other cyclists would likely assist.	2	1	1 (low)	

Collisions	Collision between cyclists Tripping Hazards	Participants/attendees and staff	Enforce safe cycling practices and rules of the road. Route will be carefully determined and tested by Cycle Stortford.	3	1	3 (low)	
Equipment & Gear	Protective Gear Functioning Lights & Reflectors	Participants/attendees and staff	Require participants to wear helmets and reflective clothing. Conduct gear inspections before the event starts.	2	1	2 (low)	
Lost Property		Participants/attendees and staff	Lost property to be taken to Town Council where a written note will be taken.	2	1	2 (low)	
Minor incidents	Risk to members of the public	Participants/attendees and staff	All accidents and near misses must be reported to the CEO for logging. Any incident involving a member of the public must be brought to the attention of CEO and Ambulance/Police/Fire or First aid assistance called if appropriate.	3	1	3 (low)	
Lost child/ parent		Participants/attendees and staff	Contact Police if necessary. Clear instructions to adult helpers/leaders: supervision of both head and tail of group. Leaders to remain in contact regularly. 14+ years age restriction for participation.	5	1	5 (low)	

Bomb threat/ Act of terrorism	Injury	Participants/attendees and staff	**Suspicious packages** If you see a suspicious package, **DO NOT TOUCH IT,** alert CEO/leader and state the following: • WHAT it is (size, description etc – prepare a sketch if possible). • WHERE it is (precise location, other hazards, access route). • WHEN it was found (has it been moved?). • WHY you think it is suspicious • WHO discovered it (or witnessed anything suspicious).	5	1	5 (low)	
Fire		Participants/attendees and staff	Call the emergency services.	5	1	5 (low)	
Communications		Participants/attendees and staff	CEO to brief all cyclists prior to the start. All information including route map will be made available prior to the event on the Town Council website. The Hertfordshire Constabulary notified of the event in advance. Marshals and event organisers share WhatsApp group to communicate before, during and after event (briefing to stewards shared before event)	2	1	2 (low)	

Risk / Priority Indicator Key

Severity (Consequence)
1. Negligible (delay only)
2. Slight (minor injury / damage / interruption)
3. Moderate (lost time injury, illness, damage, lost business)
4. High (major injury / damage, lost time business interruption, disablement)
5. Very High (fatality / business closure)

Likelihood
1. Improbable / very unlikely
2. Unlikely
3. Even chance / may happen
4. Likely
5. Almost certain / imminent

RISK / PRIORITY INICATOR MATRIX

LIKELIHOOD						
	5	5	10	15	20	25
	4	4	8	12	16	20
	3	3	6	9	12	15
	2	2	4	6	8	10
	1	1	2	3	4	5
		1	2	3	4	5
		SEVERITY (CONSEQUENCE)				

Summary		Suggested Timeframe
12-25	High	As soon as possible
6-11	Medium	Within next 3-6 months
1-5	Low	Whenever viable to do so