

RISK ASSESSMENT FORM – BEATING THE BOUNDARIES CYCLE RIDE

Commences at: The Courtyard, The Old Monastery (See attached Route Map)	Event Date: 13 th July 2024	Assessed by: Huw Jones (CEO)
Task / Activity: Beating The Boundaries Cycle Ride	Review Date: 25 th April 2024	Reference N ^o : 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	<p>Conflict with vehicles</p> <p>Congested Roads</p> <p>Road Conditions</p> <p>Pedestrian Crossings</p> <p>Steep Descent, Lindsey Road</p> <p>Crossing Railway Line, Cannonsmi Il Lane</p>	Participants/attendees and staff	<p>Town Council and Cycle Stortford to provide route maps highlighting safe cycle paths and potential hazards.</p> <p>If necessary, implement diversions or closures where applicable.</p> <p>Site walk / drive prior to event to check for hazards.</p> <p>Issue information to local participants and advertise the event to local community.</p> <p>Cyclists dismount at direction of x2 Mounted marshals.</p> <p>Signalled crossing – x2 static stewards (briefed) arranging batches of cyclists to cross when lights are green.</p>	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 provided.	3	1	3 (low)	
Medical Emergency		Participants/attendees and staff	At least 2 first aid qualified Mounted Marshals (with x2 first aid kits) Emergency procedures in place. Voluntary staff made aware of emergency procedures. 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	<p>Suspicious packages If you see a suspicious package, DO NOT TOUCH IT, alert CEO/leader and state the following:</p> <ul style="list-style-type: none"> • 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	<p>CEO to brief all cyclists prior to the start.</p> <p>All information including route map will be made available prior to the event on the Town Council website.</p> <p>The Hertfordshire Constabulary notified of the event in advance.</p> <p>Marshals, stewards and event organisers share WhatsApp group to communicate before, during and after event (briefing to stewards shared before event)</p>	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 INDICATOR 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



Segments

Name	Distance	Elev. Diff.	Avg. Grade
Cemetery rd sprint	0.20 mi	-16 ft	-1.2%
St James Park Cycle Path loop to Obrey Way	0.84 mi	-43 ft	-0.1%
St James Cycle Path Incline Dash	0.21 mi	30 ft	2.3%
Thorley Lane to the lake	0.56 mi	39 ft	0.7%
Drive the legs up Drovers	0.17 mi	23 ft	2.3%
Across Northern Parkland to Bishops Gate	0.25 mi	-7 ft	-0.0%
Peregrine short dash	0.09 mi	10 ft	1.8%
Woodpecker downhill to the playground	0.20 mi	-16 ft	-1.3%
Park to Woburn up past Hillmead	0.19 mi	10 ft	0.9%
Newland Ave Dash	0.34 mi	13 ft	0.7%
Newland Curve (Reverse)	0.33 mi	10 ft	0.1%
Going down on Lindsey Road	0.14 mi	-39 ft	-4.1%
The Grind	0.67 mi	23 ft	0.6%
Off East	0.13 mi	7 ft	0.7%
Long Cut down	0.43 mi	-30 ft	-1.3%
Katie's Roundabout	0.51 mi	-72 ft	-2.7%