Risk Assessment Template

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| Activity/event description  |  |
| Date, time and address of activity/event |  | Number of participants expected |  |
| Does the location have a health and safety policy, emergency operating procedures? |  | Are there any particularly vulnerable participants (e.g. children, old people etc.) |  |
| First aider name |  | Number of staff and volunteers booked |  |
| First aider contact number on day of activity/event |  | Location of first aid kit |  |

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| --- | --- | --- | --- |
| Identification of hazards and who may be harmed | Risk Level | Precautions to remove hazard, reduce risk level | Risk level after implementation of control procedures |
|  | Low | Med | High |  | Low | Med | High |
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|  |  |  |  |  |  |  |  |
| (add more rows if needed) |  |  |  | (add more rows if needed) |  |  |  |

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| --- | --- | --- | --- |
| Date of risk assessment |  | Assessment Review Date |  |
| Completed by |  | Completed by |  |
| Signature |  | Signature |  |

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| Hazard Checklist Example (please note that this is not an exhaustive list of kinds of activities and/or hazards) |
| Group Bike Rides / Cycle Training / Guided or Led Walks |
| Road crossings |  | Un-roadworthy bicycles |  | Weather conditions |  |
| Sharing route with other users |  | Lost riders/walkers |  | Children |  |
| Poor surfaces |  | Poor Health/Fitness |  | Other |  |
| Maintenance workshop |
| Handling tools |  | Handling oils and lubricants |  | Other |  |
| Lifting bikes |  | Slippery surfaces |  |  |  |