



Risk Assessment

<b>ACTIVITY</b>	<b>ON ROAD OBSERVING (Motorcycle)</b>		
<b>GROUP (Name)</b>	Sheffield & District Advanced Motorcyclists	<b>ASSESSOR</b>	Peter Harley

<b>PEOPLE AT RISK</b>	Category	Tick if at risk
	General public	x
	Volunteers	x
	Members/Associates	x

<b>DATE</b>	15/05/13
<b>REVIEW DATE</b>	15/05/14

**The Risk Assessment process**

A risk assessment is carried out to evaluate the likelihood of harm occurring as a result of a hazard and how severe that harm could be. The process should identify the hazards involved, then assess them. The next step is to consider how to control the risks – what can be done to keep them as low as possible.

There will be times when the risk is so high that it would be considered dangerous to carry on with the activity – e.g. conducting an advanced motor cycle test on sheet ice. There are also activities where there is a real risk of injury, but which have a very low injury level – e.g. handling sheets of paper runs the risk of “paper cuts” to the fingers.

The end result is that the risks are managed downwards by the control measures considered for that purpose. The control measures then have to be implemented .....To calculate the risk the system below is intended to be fairly simple to use ..

Severity		Likelihood	
Description	Score	Description	Score
Minor injury	1	Event unlikely to happen, but possible	1
Injury causing less than three days off work	3	About even chance an event may happen	3
Over three days off work, major injury, or a fatality	5	Highly likely, or almost certain an event will happen	5

**Multiply the severity score by the likelihood score to produce an overall assessment:**

Result of overall risk grading:      1 = Trivial      3 or 5 = Tolerable      9 = Moderate      15 = Substantial      25 = Intolerable.

1	Trivial	No action
3 or 5	Tolerable	Use basic control measures and monitor activity
9	Moderate	Reduce the risk
15 or 25	Substantial/Intolerable	Reduce the risk, or cancel the activity/action that produced this risk assessment result

Control measures, if appropriate, need to be described in the column provided.

Hazard	People at risk	Severity	Likelihood	Overall risk	Control measures (and comments)	SAM Control Measures	Adequate controls in place (Yes/No)	If not, date for their introduction
Collision with another vehicle/road user/roadside property etc	All	5	1	5	<p style="text-align: center;"><b><u>Associates</u></b></p> <ul style="list-style-type: none"> <li>All have DSA driving test pass qualification as a minimum of prior training (or EU equivalent) providing evidence of some prior competence</li> <li>Driving licences checked prior to first session</li> <li>Eyesight tested at/before start of first session</li> <li>Briefing at start of session includes safety issues, and reminds associate he/she has responsibility for safety specifically</li> <li>Briefed in relation to safe clothing. Proper clothing required as condition of taking part</li> </ul> <p style="text-align: center;"><b><u>Observers</u></b></p> <ul style="list-style-type: none"> <li>Observer holds driving licence for the vehicle and understands the general issues relating to vehicles of this general nature</li> <li>All observers qualified as advanced riders and periodically checked by senior observers for competence</li> </ul>	<p>Checked by Observer.</p> <p>Checked by Observer.</p> <p>Checked by Observer.</p> <p>Observer talks about Disclaimer which is part of marksheet.</p> <p>Checked by Observer.</p> <p>Must be Green Badge holder.</p> <p>SAM Policy, Records held by Guidance Secretary.</p>	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>	

					<ul style="list-style-type: none"> <li>All observers qualified in observing technique (Senior Observers in turn periodically re-qualified by Staff examiners)</li> <li>Minimum activity level criteria maintained to ensure competence retained</li> <li>Appropriate motorcycle clothing worn at all times during session.</li> </ul>	<p>SAM Policy, Records held by Guidance Secretary.</p> <p>SAM Policy, Records held by Guidance Secretary.</p> <p>SAM ride-outs supervised by Guidance Secretary or Ctte member.</p>	<p>Yes</p> <p>Yes</p> <p>Yes</p>	
					<p style="text-align: center;"><b><u>Vehicles</u></b></p> <ul style="list-style-type: none"> <li>Observers given authority not to accept an unsafe machine being used by associate</li> <li>Observer using own machine, and therefore familiar with its characteristics etc</li> </ul>	<p>SAM Policy. Discussed during Observer Training.</p> <p>Observer is Green Badge holder.</p>	<p>Yes</p> <p>Yes</p>	
					<p style="text-align: center;"><b><u>Miscellaneous</u></b></p> <ul style="list-style-type: none"> <li>Observer has authority to terminate activity with an associate if he/she considers the riding too dangerous or conditions inappropriate</li> <li>Length of individual rides at discretion of observer to maintain concentration etc</li> <li>Route choice at discretion of observer to match associate performance/road and weather etc conditions</li> <li>Written reports of associate performance kept on all rides, creating atmosphere of accountable performance, and</li> </ul>	<p>SAM Policy. Discussed during Observer Training.</p> <p>SAM Policy. Discussed during Observer Training.</p> <p>SAM Policy. Discussed during Observer Training.</p> <p>Observer marks Marksheet using standard scale.</p>	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>	

					<p>allowing any “new” observer access to information about previous performance/behaviour of associate</p> <ul style="list-style-type: none"> <li>• Speed limits and other traffic law adhered to as part of objectives of the activity</li> <li>• Where available, mobile phone carried by observer in case of emergency</li> <li>• Training on roads already known to observers</li> <li>• Where available, Observers able to direct students using bike to bike in helmet communication system in emergency</li> <li>• Observers demonstrate riding at every session to set standards of performance – including safety – expected</li> <li>• Pace of sessions at discretion of observer to match associates capability</li> </ul>	<p>SAM Policy.</p> <p>SAM Policy. Discussed during Observer Training.</p> <p>SAM Policy. Discussed during Observer Training.</p> <p>SAM policy not to use radio for direction.</p> <p>SAM Policy. Discussed during Observer Training.</p> <p>SAM Policy. Discussed during Observer Training.</p>	<p>Yes</p> <p>Yes</p> <p>Yes,</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>	
Collision with each other due to riding together	Volunteer Member/ Associate	5	1	5	<ul style="list-style-type: none"> <li>• All above apply where appropriate</li> <li>• Observers trained to follow in position so as not to follow associate “in line”</li> <li>• Observer trained to maintain observation ahead of associate as well as maintaining observation of associate activity</li> </ul>	<p>SAM Policy Discussed during Observer Training.</p> <p>SAM Policy. Discussed during Observer Training.</p> <p>SAM Policy. Discussed during Observer Training.</p>	<p>Yes</p> <p>Yes</p> <p>Yes</p>	
Slip/Trip at starting/finishing venue	Volunteer Member/ Associate	3	1	3	<ul style="list-style-type: none"> <li>• Start location chosen to be away from fast-flowing traffic as far as possible, or at</li> </ul>	<p>SAM Policy. Discussed during Observer Training.</p>	<p>Yes</p>	

or during en route stops					<p>discretion of observer who has authority to decline a location</p> <ul style="list-style-type: none"> <li>• Locations with uneven surfaces avoided where possible (nature of parking motorcycles means this is encouraged by that factor as well)</li> <li>• Participants all wearing motorcycle clothing, affording some impact/graze protection</li> </ul>	<p>SAM Policy. Discussed during Observer Training.</p> <p>SAM Policy. Discussed during Observer Training.</p>	<p>Yes</p> <p>Yes</p>	
Cramp etc from prolonged riding	Volunteer Member/ Associate	1	1	1	<ul style="list-style-type: none"> <li>• Timing of session at observers discretion if break/end of session required</li> </ul>	<p>SAM Policy. Discussed during Observer Training.</p>	<p>Yes</p>	
Physical injury from manual handling of machine	Volunteer Member/ Associate	3	1	1	<ul style="list-style-type: none"> <li>• All have DSA driving test pass qualification as a minimum of prior training (or EU equivalent) providing evidence of some prior competence</li> <li>• Training given on appropriate handling of machine if necessary</li> </ul>	<p>Associate checked by Observer. Observer is Green Badge holder</p> <p>SAM Policy. Discussed during Observer Training.</p>	<p>Yes</p> <p>Yes</p>	
Effects of weather	Volunteer Member/ Associate	5	1	5	<ul style="list-style-type: none"> <li>• Activity cancelled/curtailed in extreme cold conditions, controlling risk of hypothermia, and also increased risk of collision due to road surface conditions</li> <li>• Route/length of sessions at discretion of observer to ensure extreme heat conditions catered for</li> <li>• Observer has total authority to cancel/curtail activity if</li> </ul>	<p>SAM Policy. Discussed during Observer Training.</p> <p>SAM Policy. Discussed during Observer Training.</p> <p>SAM Policy. Discussed during Observer Training.</p>	<p>Yes</p> <p>Yes</p> <p>Yes</p>	

					<p>conditions unsuitable (eg Fog) render it appropriate</p> <ul style="list-style-type: none"> <li>Wet conditions covered as part of the training process – observer trained to deal with these, staff examiner fully trained and experienced in them</li> </ul>	SAM Policy. Discussed during Observer Training	Yes	
Hearing impairment due to wind/radio noise	Volunteer Member/ Associate	3	1	1	<ul style="list-style-type: none"> <li>Ear plug use suggested</li> </ul>	SAM Policy. Discussed during Observer Training.	Yes	
Rider fatigue	Volunteer Member/ Associate	5	1	5	<ul style="list-style-type: none"> <li>Observer has authority to terminate activity with an associate if he/she considers the riding becoming dangerous or conditions inappropriate</li> <li>Length of individual rides at discretion of observer to maintain concentration etc. Associate able to leave ride should fatigue become an issue</li> <li>Route choice at discretion of observer to match associate performance – able to choose an “easier” route if appropriate</li> </ul>	<p>SAM Policy. Discussed during Observer Training.</p> <p>SAM Policy. Discussed during Observer Training.</p> <p>SAM Policy. Discussed during Observer Training.</p>	<p>Yes</p> <p>Yes</p> <p>Yes</p>	
Lone worker meeting unknown person – risk of assault	Volunteer Member/Associate	5	1	5	<ul style="list-style-type: none"> <li>Observer authorised to withdraw if unhappy with behaviour of candidate</li> <li>Details of associates normally known to others in the organisation</li> </ul>	<p>SAM Policy. Discussed during Observer Training.</p> <p>Record kept by Guidance Secretary</p>	<p>Yes</p> <p>Yes</p>	

					<ul style="list-style-type: none"><li>Meeting and de-brief location with candidate in observers control, allowing use of public place if appropriate</li></ul>	SAM Policy. Discussed during Observer Training.	Yes	
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