



## IAM ROADSMART – RISK ASSESSMENT

<b>Version</b>	V1.0	<b>Owner</b>	Sheffield Advanced Motorcyclists
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<b>Authoriser</b>	Fran Thompson	<b>Status</b>	Approved

## Revisions

Version	Created by	Classification	Revision	Date
V1.0	A Latham	Draft	Created for approval	19.05.2023
V1.0	A Latham	Approved		22.05.2023

## Authorisation

Version	Authorised by	Department	Date
V1.0	F Thompson	Chair	22.05.2023

### RISK ASSESSMENT

<b>ACTIVITY</b>	<b>Advanced Riding with Associate (Motorcycles) Group Rides with Open Invite</b>
<b>ASSESSOR</b>	<b>Aidan Latham</b>

<b>PEOPLE AT RISK</b>	<b>CATEGORY</b>	<b>Tick if at Risk</b>		<b>DATE</b>	<b>May 2023</b>
	General Public	✓			
	Volunteers	✓			
	Members / Candidates	✓		<b>REVIEW DATE</b>	<b>May 2023</b>
	Others	✓			

## 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 motorcycle 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 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 3 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

HAZARD	PEOPLE AT RISK	SEVERITY	LIKELIHOOD	OVERALL RISK	CONTROL MEASURES AND COMMENTS	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><b>Associate</b></p> <ul style="list-style-type: none"> <li>• All have a DVSA test pass as a minimum of prior training (or EU/foreign equivalent) All have signed a driving licence declaration.</li> <li>• Eyesight tested at start of session.</li> <li>• Briefing at start of session includes safety issues and reminds associate he/she has responsibility for safety specifically. Include Covid advice as per IAM (social distancing and electronic run sheet management)</li> <li>• Associate previously novice trained and now being assessed on safety as a major focus of the session.</li> <li>• Proper full motorcycle clothing worn as a condition of undertaking training.</li> <li>• Wearing of Hi-Viz encouraged if appropriate.</li> </ul> <p><b>Observer</b></p> <ul style="list-style-type: none"> <li>• Observer also holds full licence for a motorcycle.</li> <li>• All observers are experienced in riding and competent to observe developing riding hazards. Most have either NO or LO.</li> <li>• Regular QA by LOA or SDM includes safety issues.</li> </ul>	YES	

					<ul style="list-style-type: none"> <li>• All Observers training in compliance with IAM Covid guidelines.</li> <li>• Suitable motorcycle clothing worn, wearing of Hi-Viz encouraged.</li> </ul> <p><b><u>Vehicles</u></b></p> <ul style="list-style-type: none"> <li>• Observers will not conduct a session with an associate using a machine that in their judgement they feel to be unsuitable or unsafe.</li> <li>• Observer using his own machine therefore familiar with its characteristics etc.</li> <li>• Machines given visual check prior to commencing session.</li> </ul> <p><b><u>Miscellaneous</u></b></p> <ul style="list-style-type: none"> <li>• Observer will terminate activity with the associate if he/she considers the riding is too dangerous or conditions inappropriate. Route choice at discretion of observer to match associate performance/road and weather conditions, vehicle capability etc.</li> <li>• Adherence to speed limits and other traffic law during session. Non adherence and the observer will end the session.</li> <li>• Safety is a major part of the assessment being made.</li> </ul>		
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HAZARD	PEOPLE AT RISK	SEVERITY	LIKELIHOOD	OVERALL RISK	CONTROL MEASURES AND COMMENTS	ADEQUATE CONTROLS IN PLACE (YES/NO)	IF NOT, DATE FOR THEIR INTRODUCTION
Collision with each other due to riding together.	Volunteer Member Associate	5	1	5	<ul style="list-style-type: none"> <li>Controls as above in this column 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>	YES	
Collision of pedestrian with another vehicle at start/finish venue.	Volunteer Member Associate	5	1	5	<ul style="list-style-type: none"> <li>Location chosen to be away from fast flowing traffic as far as possible, or at the discretion of observer who has authority to decline a location.</li> <li>Associates are all licensed riders therefore have background awareness of road dangers.</li> <li>Observers all experienced advanced riders with heightened awareness of safety issues.</li> <li>Hi-Viz clothing worn if appropriate.</li> </ul>	YES	
Slip / Trip at Starting / Finishing Venue	Volunteer Member Associate	3	1	3	<ul style="list-style-type: none"> <li>Location chosen to be away from fast-flowing traffic as far as possible, or at discretion of observer who has authority to decline a location if inappropriate.</li> <li>Locations with uneven surfaces avoided where possible.</li> </ul>	YES	
Cramp etc from prolonged riding.	Volunteer Member Associate	1	1	1	<ul style="list-style-type: none"> <li>Session managed by observer suitable breaks planned in.</li> </ul>	YES	

HAZARD	PEOPLE AT RISK	SEVERITY	LIKELIHOOD	OVERALL RISK	CONTROL MEASURES AND COMMENTS	ADEQUATE CONTROLS IN PLACE (YES/NO)	IF NOT, DATE FOR THEIR INTRODUCTION
Associative falling from machine during slow riding manoeuvre.	Associate	1	3	3	<ul style="list-style-type: none"> <li>• Associate previously trained in slow riding prior to session (DVSA).</li> <li>• Location chosen to avoid uneven ground, especially slippery surfaces etc.</li> <li>• Activity conducted in quiet area as far as possible to allow concentration on the task.</li> <li>• Session conducted at low speed (ideally walking pace or lower)</li> <li>• Conducted during rest of observed session, so other controls in this column apply as appropriate.</li> </ul>	YES	
Rider Fatigue.	Associate	3	1	3	<ul style="list-style-type: none"> <li>• Session managed by observer with suitable breaks built in.</li> <li>• Observer will abandon/postpone session if concerned.</li> <li>• Appointment set by mutual arrangement between observer and associate.</li> </ul>	YES	
Hearing impairment due to wind/radio noise.	Volunteer Member Associate	3	1	3	<ul style="list-style-type: none"> <li>• Ear plug use suggested</li> <li>• Each session restricted to 90 minutes maximum.</li> </ul>	YES	

HAZARD	PEOPLE AT RISK	SEVERITY	LIKELIHOOD	OVERALL RISK	CONTROL MEASURES AND COMMENTS	ADEQUATE CONTROLS IN PLACE (YES/NO)	IF NOT, DATE FOR THEIR INTRODUCTION
Effects of weather.	Volunteer Member Associate	3	1	3	<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 will cancel/curtail activity if conditions unsuitable (eg Fog).</li> <li>Wet conditions covered as part of the training process – Observer experienced in dealing with these.</li> <li>Session limited to 90 minutes maximum.</li> <li>Observer will terminate the session if weather conditions of any kind render it appropriate.</li> </ul>	YES	
Physical injury from manual handling of machine.	Volunteer Member Associate	3	1	3	<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>Locations with uneven ground avoided wherever possible.</li> </ul>	YES	



HAZARD	PEOPLE AT RISK	SEVERITY	LIKELIHOOD	OVERALL RISK	CONTROL MEASURES AND COMMENTS	ADEQUATE CONTROLS IN PLACE (YES/NO)	IF NOT, DATE FOR THEIR INTRODUCTION
Lone worker meeting unknown person – risk of assault.	Volunteer	3	1	3	<ul style="list-style-type: none"> <li>Brief location with associate in Observers' control, allowing use of public space if appropriate</li> <li>Observer will withdraw if unhappy with behaviour of associate.</li> <li>Details of candidates normally known to others in the organisation and details of session organised by observer.</li> <li>De-brief location with associate in observers' control, allowing use of public place if appropriate.</li> <li>Communicate concern with Associate Co-Ordinator as soon as reasonably practicable</li> </ul>	YES	
Group Riding – control of group and impact on other road users	All	3	2	6	<ul style="list-style-type: none"> <li>Lead rider to determine nature of ride, route and length plus size of group, up to maximum of 10</li> <li>Identify suitability of ride for categories of membership: Observers; Full members; Full members and Associates</li> <li>Lead rider to identify style of managing ride – drop off or mirrors</li> <li>Lead rider to confirm tail end rider to all group members</li> <li>Lead rider to conduct full briefing giving IAM disclaimer as per SAM published requirements</li> </ul>	YES	

					<ul style="list-style-type: none"> <li>• Associates to be assigned to an Observer on all group rides</li> <li>• All Training and coaching rides to have at least 2 Experienced Observers acting as Lead and Tail end</li> </ul>		
Rides for Non members	Observer and Non member	3	1	3	<ul style="list-style-type: none"> <li>• All rides for non-members/prospective associates to be conducted under the auspices of a Public Assessment Ride by an Observer on a one to one basis</li> <li>• Copy of ride report to be taken by Observer and sent to SAM secretary</li> </ul>	YES	