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**IAM RoadSmart**

**Risk Assessment**

Version V1.02

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Owner /department Standards

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**THIS DOCUMENT FORMS A GUIDE FOR GROUPS TO ALTER FOR THEIR SPECIFIC NEEDS**



**Risk Assessment**

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| --- | --- |
| **ACTIVITY** | **Advanced Riding with Associate (cars)** |
| **ASSESSOR** |  |

|  |  |
| --- | --- |
| DATE | March 2017 |
| REVIEWDATE | March 2018 |

|  |  |  |
| --- | --- | --- |
| PEOPLE ATRISK | Category | Tick if at risk |
| General Public |  |
| Volunteers |  |
| Members/Candidates |  |
| 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 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 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 | 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 | **Associate*** All have a DVSA test pass as a minimum of prior training (or EU/foreign equivalent) All have signed a driving licence declaration.
* Eyesight tested at start of session.
* Briefing at start of session includes safety issues and reminds associate he/she has responsibility for safety specifically.
* Associate previously novice trained and now being assessed on safety as a major focus of the session.
* Proper full motorcycle clothing worn as a condition of undertaking training.
* Wearing of Hi-viz encouraged if appropriate.

**Observer*** Observer also holds full licence for a motorcycle.
* All observers are experienced in riding and competent to observe developing riding hazards. Most have either NO or LO.
* Regular QA by LOA or SDM includes safety issues.
* Suitable motorcycle clothing worn, wearing of hi-viz encouraged.

**Vehicles*** Observers will not conduct a session with an associate using a machine they feel to be unsuitable or unsafe.
* Observer using his own machine therefore familiar with its characteristics etc.
* Machines given visual check prior to commencing session.

**Miscellaneous*** Observer will terminate activity with the associate if he/she considers the riding too dangerous or conditions inappropriate.
* Route choice at discretion of observer to match associate performance/road and weather conditions, vehicle capability etc.
* Adherence to speed limits and other traffic law during session. Non adherence and the observer will end the session.
* Safety is a major part of the assessment being made.
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| Collision with each other due to riding together. | VolunteerMemberAsst | 5 | 1 | 5 | * Controls as above in this column apply where appropriate.
* Observers trained to follow in position so as not to follow associate “in line”
* Observer trained to maintain observation ahead of associate as well as maintaining observation of associate activity
 |  |  |
| Collision of pedestrian with another vehicle at start/finish venue. | VolunteerMemberAsst | 5 | 1 | 5 | * 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.
* Associates are all licensed riders therefore have background awareness of road dangers.
* Observers all experienced advanced riders with heightened awareness of safety issues.
* Hi – viz clothing worn if appropriate.
 |  |  |
| Slip/Trip at starting finishing venue. | VolunteerMemberAsst | 3 | 1 | 3 | * 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.
* Locations with uneven surfaces avoided where possible.
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| Associative falling from machine during slow riding manoeuvre. | Asst | 1 | 3 | 3 | * Associate previously trained in slow riding prior to session (DVSA).
* Location chosen to avoid uneven ground, especially slippery surfaces etc.
* Activity conducted in quiet area as far as possible to allow concentration on the task.
* Session conducted at low speed (ideally walking pace or lower)
* Conducted during rest of observed session, so other controls in this column apply as appropriate.
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| Rider Fatigue. | Associate | 3 | 1 | 3 | * Session managed by observer with suitable breaks built in.
* Observer will abandon/postpone session if concerned.
* Appointment set by mutual arrangement between observer and associate.
 |  |  |
| Cramp etc from prolonged riding. | VolunteerMemberAsst | 1 | 1 | 1 | * Session managed by observer suitable breaks planned in.
 |  |  |
| Hearing impairment due to wind/radio noise. | VolunteerMemberAsst | 3 | 1 | 3 | * Ear plug use suggested
* Session restricted to 90 minutes maximum.
 |  |  |
| Effects of weather. | VolunteerMemberAsst | 3 | 1 | 3 | * Activity cancelled/curtailed in extreme cold conditions, controlling risk of hypothermia, and also increased risk of collision due to road surface conditions.
* Route/length of sessions at discretion of observer to ensure extreme heat conditions catered for.
* Observer will cancel/curtail activity if conditions unsuitable (eg Fog).
* Wet conditions covered as part of the training process – Observer experienced in dealing with these.
* Session limited to 90 minutes maximum.
* Observer will terminate the session if weather conditions of any kind render it appropriate.
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| Physical injury from manual handling of machine. | VolunteerMemberAsst | 3 | 1 | 3 | * All have DSA driving test pass qualification as a minimum of prior training (or EU equivalent) providing evidence of some prior competence.
* Locations with uneven ground avoided wherever possible.
 |  |  |
| Lone worker meeting unknown person – risk of assault. | Volunteer | 3 | 1 | 3 | * Observers dealing with known candidates and are experienced in identifying risky behaviour.
* Observers all experienced in inter- personal skills to defuse aggressive behaviour.
* Observer will withdraw if unhappy with behaviour of associate.
* Details of candidates normally known to others in the organisation and details of session organised by observer.
* De-brief location with associate in observers’ control, allowing use of public place if appropriate.
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| Meeting with person in high covid area | All | 5 | 2 | 5 | * Post lockdown Covid protocols to be used. Any party may cancel the session.
* Face masks can be worn if requested by any party

General hygiene requirements to be followed regarding handwashing and vehicle cleaning |  |  |