



Northumbria Blood Bikes

Risk Assessment Proforma

NBB Doc No.	RA03	Revision No.	1.2
Date	07/01/2020	Review Date	28/02/2028
Developed By	D Burns/G Annan	Approved By	Committee Meeting

Activity/Title	Fundraising Operations - Fund raising in public & private areas
Original Assessor	D Burns

	Category	Tick if at Risk
People at Risk	NBB Members	✓
	General Public	✓
	Others (Specify) – Host Location staff	✓

IMPORTANT NOTE – Motorcycle operations are conducted by qualified and vetted riders using certified motorcycles on a volunteer basis on behalf of Northumbria Blood Bike group. Volunteers are requested to behave and use equipment in a conducive and appropriate manner to ensure the Goals and objectives of the NBB Charter are met.

Refer to risk table at end of document for guidance

Number	Hazard	People at risk	Severity	Likelihood	Overall risk	Control measures (and comments)	Control measures Adequate (Yes/No)	If not, anticipated date
1.	Collision with another vehicle/road user/roadside property etc	All	5	1	5	<p><u>Riders</u></p> <ul style="list-style-type: none"> • When delivering bikes to fundraising events all riders will follow the guidelines of NBB, holding advanced motorcycle riding test pass qualification as a minimum and signed off following observation rides conducted and verified by an appointed NBB qualified assessor. • Only competent & signed off riders can book any bikes out to events. • Riders have received familiarity training and are required to familiarise themselves with the motorcycle handling and other characteristics prior to using in service. • Confirmation of current valid driving licence and status thereof. • Appropriate motorcycle protective clothing worn at all times while riding accompanied by NBB Hi Viz vests. <p><u>Vehicles</u></p> <ul style="list-style-type: none"> • Vehicles used are owned by NBB and are maintained and serviced to manufactures recommendations by reputable professional motorcycle dealerships. • Riders/Drivers will conduct daily pre-use checks and record results on a provided checklist prior to proceeding to events. • Events Van should be checked to ensure rear passenger and loading compartments have no loose equipment that could cause injury or damage as a result of heavy braking or a collision. • Riders/Drivers are given authority not to accept or deliver a vehicle to a fundraising event in an unsafe condition. <p><u>Miscellaneous</u></p> <ul style="list-style-type: none"> • Rider/Driver has authority to terminate activity if he/she considers the conditions inappropriate. 	Yes	

						<ul style="list-style-type: none"> • Route choice at discretion of Rider/Driver to match road and weather conditions etc. • Speed limits and other traffic law WILL BE adhered to. • Mobile phone carried by observer in case of emergency. • Riders/Drivers are expected to demonstrate good riding/driving etiquette at all times by setting good standards of performance and road safety. • Riders/Drivers have been trained in the use of on-board Sat Nav fitted to all vehicles to ensure safe operation and routing. 		
2.	Collision with pedestrian participant or another vehicle at venue	All	5	1	5	<ul style="list-style-type: none"> • Riders/Drivers are all licensed & trained, therefore have background awareness of road dangers. • Traffic awareness at restricted sites requires more attention from vehicle operators. • Traffic routes and speed limits where established at fundraising events will be adhered to. • Ground conditions may require greater attention and supervision when manoeuvring vehicles. 	Yes	
3.	Effects of weather	Rider/Driver/Fundraiser	5	1	5	<ul style="list-style-type: none"> • Volunteers have total authority to cancel/curtail activity if conditions are unsuitable or extreme cold conditions, controlling risk of damage to transported product, hypothermia (Rider), and also increased risk of collision due to road surface conditions. 	Yes	
4.	Not knowing Host Emergency Arrangements	Rider/Driver/Fundraiser	5	1	5	<ul style="list-style-type: none"> • NBB Volunteers will undergo a safety induction/familiarisation brief from a representative of the host establishment in which emergency alarms, muster points and actions required will be discussed. • Visitors will be informed of hosts accident reporting procedures, routes to access and egress premises (where applicable), location of facilities and a point of contact. • Volunteers will also be briefed on their responsibilities and function while on host premises by a NBB representative. 	Yes	

5.	Rider fatigue	Rider	5	1	5	<ul style="list-style-type: none"> • Riders are required to be rested and without fatigue before accepting any riding duties. • Riders who feel unwell or are tired are encouraged to speak up and ask the Rota/Fundraising Manager to provide another volunteer to cover their shift. • Northumbria Blood Bikes support and praise instances where riders do speak up due to ill health or feel under the weather or fatigued. 	Yes	
6.	Slip/Trip at starting/finishing venue or during en route stops	All	3	1	3	<ul style="list-style-type: none"> • Refuelling is conducted at approved fuel stations only, use of jerry cans for refuelling is prohibited. • Vehicles are checked daily and any liquid defects reported. • Positioning of vehicles in public places will be marshalled to prevent injury to members of the public or host employees. • Riders will all be wearing motorcycle clothing, affording some impact/graze protection • Parking Location chosen to avoid uneven surfaces where possible (motorcycle parking restrictions also encourage this). 	Yes	
7.	Theft	Fundraiser	3	1	3	<ul style="list-style-type: none"> • In the event of an attempted theft of NBB vehicle, collected funds or NBB equipment any volunteers present will raise the alarm but avoid any physical contact with perpetrator. • Appropriate measures should be in place to reduce the opportunity for any theft to occur e.g. keeping money locked away, removing vehicle keys when unattended. 	Yes	
8.	Physical injury from manual handling of motorcycle	Rider/Fundraiser	3	1	3	<ul style="list-style-type: none"> • All have DSA driving test pass qualification as a minimum of prior training (or EU equivalent) providing evidence of some prior competence. • Training given on appropriate handling of motorcycle in vehicle familiarisation sessions. 	Yes	
9.	Cramp etc from static posture	Fundraiser	1	2	2	<ul style="list-style-type: none"> • Static posture when fundraising can create or exasperbate existing health problems, volunteers are advised to change posture frequently to prevent pains in legs, feet and lower back. • Seating to be considered during quiet periods to allow for lower back/limb recovery. 	Yes	

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, and 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. operating a motor cycle 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 implementedTo calculate the risk the system below is intended to be fairly simple to use.

Likelihood (Probability)	Severity (Impact)
5. Most Likely	5. Fatality
4. Probable	4. Major Injury, resulting in disability
3. Possible	3. Injury Requires, Doctor’s or Hospital attendance
2. Unlikely	2. Minor Injury, 1st Aid required
1. Not Heard of	1. Minor Injury, 1st Aid not required

		Likelihood (Probability)				
		1 Very Unlikely to occur	2 Unlikely	3 Possible	4 Likely	5 Very Likely
Severity (Impact)	1 Minor injury (No first aid required)	1	2	3	4	5
	2 Moderate (First Aid likely required)	2	4	6	8	10
	3 Serious (Hospital or GP Treatment)	3	5	9	12	15
	4 Major (Significant Injury/Disability)	4	8	12	16	20
	5 Fatality	5	10	15	20	25

Overall Risk Rating = Severity x Likelihood		
Evaluated Risk Level	Guidance	Matrix Score
Intolerable	Work should not be started or continued until the risk has been reduced. If it is not possible to reduce risk even with unlimited resources, work has to remain prohibited e.g. Operating bikes on icy road conditions	15-25
Substantial	Work should not be started until the risk has been reduced. Considerable resources may have to be allocated to reduce the risk. For NBB purposes, Substantial & Intolerable risk are much the same and action must be taken immediately to reduce the risk.	9-12
Moderate	Efforts should be made to reduce the risk but the costs of prevention should be carefully measured and evaluated. Risk reduction measures should be implemented within a defined time period. Where the moderate risk is associated with extremely harmful consequences, further assessment may be necessary to establish more precisely the likelihood or harm and determining the need for improved control measures.	4-8
Tolerable	No additional controls are required. Consideration may be given to a more cost-effective solution or improvements that impose no additional cost burden. Monitoring is required to ensure that the controls are maintained.	2-3
Trivial	No action is required, however documentary records need to be kept.	1

**Northumbria Blood Bikes Definition:
Fundraising Operations in public and private areas**

Version Control and History

Date	Version	Author:	Reason For Change
Jan 2020	1.0	D Burns/G Annan	First Version
2024	1.1		Full Revision
February 2026	1.2	Mick Redpath/Paul Curran	Periodic Review – removed track mats & emptying fuel tanks from Hazard 6