



Northumbria Blood Bikes

Risk Assessment Proforma

NBB Doc No.	RA05	Revision No.	1.2
Date	07/01/2020	Review Date	30/04/2028
Developed By	D Burns/G Annan	Approved By	Committee Meeting

Activity/Title	General Operations – Delivery to Nursing Homes Out of Hours
Group at Risk	Northumbria Blood Bike Motorcyclists
Original Assessor	D Burns

	Category	Tick if at Risk
People at Risk	NBB Members	✓
	Others (Specify) – Care Home 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.	Assault – personal injury	All	3	2	6	<ul style="list-style-type: none"> Rider/Drivers are informed by Shift Controller of collection and delivery points, given details of items to be transported and the urgency of the delivery. A Rider/Driver then makes a delivery using the safest route following instructions given. Deliveries to & from private residential addresses are <u>not</u> to be undertaken unless in exceptional circumstances and only after approval from the Committee on Call. Riders/Drivers communicate frequently to update Shift Controller of progress and status. In the event of a Rider/Driver feeling threatened, or at risk the Rider/Driver will inform the Shift Controller and abandon the collection/delivery. Riders/Drivers should check their surroundings for any suspicious activity before attempting contact with Care Home staff to avoid illegal entries and care staff injury. 	Yes	
2.	Theft of delivery items	Riders/Drivers	2	1	2	<ul style="list-style-type: none"> Riders/Drivers are not to put themselves at risk and advised not to make a delivery if they do not feel safe or are threatened. The advice is to pull away to a safe distance from the perceived threat and inform the Shift Controller. An emergency number is also available to Riders/Drivers for a NBB committee member. 	Yes	
3.	Theft of NBB Equipment	Riders/Drivers	1	2	2	<ul style="list-style-type: none"> In the event of an attempt to steal delivery items or NBB equipment the Rider/Driver will not resist and put themselves at risk to personal harm, but make contact with the Shift Controller. Riders/Drivers are also advised to contact the police to report the event giving a description of the event and assailants. Riders/Drivers are required to report all threats, assaults, equipment damage and near miss events to the Shift Controller via radio and NBB Committee via a written statement. 	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:
General Operations – Delivery to Nursing Homes Out of Hours**

Date	Version	Author:	Reason For Change
Jan 2020	1.0	D Burns/G Annan	First Version
April 2024	1.1	Ria Burnett	Full Revision
April 2026	1.2	Paul Curran	Periodic Review – no changes required