



Northumbria Blood Bikes

Risk Assessment Proforma

NBB Doc No.	RA07	Revision No.	1.0
Date	01/03/2024	Review Date	30/03/2026
Developed By	M. Redpath	Approved By	Committee Meeting

Activity/Title	Assessment / Demonstration Ride
Group at Risk	General Operations – School Talks
Original Assessor	M. Redpath

	Category	Tick if at Risk
People at Risk	General Public	✓
	NBB Members (Rider/Driver & Speaker)	✓
	Others (Specify) – Host location personnel	✓

IMPORTANT NOTE – Fundraising operations are conducted by qualified and vetted NBB members under the guidance of the Fundraising committee lead on a volunteer basis on behalf of Northumbria Blood Bike group. NBB members 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)	controls Adequate (Yes/No)	If not, anticipated date
1.	Collision with another vehicle/road user/roadside property etc	All	5	1	5	<p><u>Riders/Drivers</u></p> <ul style="list-style-type: none"> When delivering vehicles to fundraising events All riders/drivers will follow the guidelines of NBB and have advanced car and/or motorcycle riding test pass qualification as a minimum of prior training (or EU equivalent) providing evidence of some prior competence. Observation drives/rides conducted and verified by RoSPA / IAM qualified assessor. Confirmation of current valid driving licence and status. Appropriate motorcycle protective clothing to be worn at all times while riding accompanied by NBB Hi Viz vests. Appropriate Driver or Speaker uniform to be worn at all times. <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 and car repairers. Riders and Drivers conduct a daily pre-use checks and record results on a provided checklist. Riders and Drivers are given authority not to accept or deliver a vehicle to a school event in an unsafe condition. Riders and Drivers have received familiarity training and are required to familiarise themselves with the vehicle handling and other characteristics prior to using in service. <p><u>Miscellaneous</u></p> <ul style="list-style-type: none"> The Rider or Driver has authority to terminate activity if they consider the conditions inappropriate. Route choice at discretion of Rider or Driver to match road and weather conditions. Speed limits and other traffic law WILL BE adhered to 	Yes	

						<ul style="list-style-type: none"> Riders and Drivers are expected to always demonstrate good riding/driving etiquette by setting good standards of performance and road safety. Riders and Drivers have been trained or are provided with instructions in the use of on-board Sat Nav fitted to all vehicles to ensure safe operation and routing. No keys to be left in the ignition during the event. 		
2.	Collision of pedestrian participant with another vehicle at venue	All	5	1	5	<ul style="list-style-type: none"> Riders and Drivers are all licensed drivers, with an advanced qualification, therefore have background awareness of road dangers. Traffic awareness an integral part of the activity and therefore given attention. Traffic routes and speed limits where established at all events will be adhered to. 	Yes	
3.	Effects of weather	NBB members	5	1	5	<ul style="list-style-type: none"> NBB members have total authority to cancel/curtail activity if conditions unsuitable or extreme cold conditions, controlling risk of damage to transported product, hypothermia (Rider), and an increased risk of collision due to road surface conditions 	Yes	
4.	Rider/Driver fatigue	Rider/Driver	5	1	5	<ul style="list-style-type: none"> Riders and Drivers are requested to be rested and without fatigue before accepting any NBB duties. Riders and Drivers who feel unwell or are tired are encouraged to speak up and ask the rota manager to provide another NBB member 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	
5.	Not Knowing host Emergency Arrangements	NBB members	5	1	5	<ul style="list-style-type: none"> NBB members 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. NBB members will be informed of hosts accident reporting procedures, routes to access and egress premises (where applicable) location of facilities and a point of contact. NBB members will also be briefed on their responsibilities and function while on host premises by a school representative. 	Yes	

6.	People at Risk (Safeguarding)	Rider/Driver	5	1	5	<ul style="list-style-type: none"> All NBB Drivers and Riders have a DBS check carried out on commencing duties and sign up to the update service. Any NBB member attending a school premise MUST have had a DBS check undertaken and be able to show certificate to the school establishment if required. NBB members must not be left in a one-to-one situation with any pupil or alone within the school. For SAFEGUARDING purposes any usage of a mobile phone by a NBB members must be away from any member of staff or pupil. 	Yes	
7.	Fire or other hazards within the premises	NBB members	5	1	5	<ul style="list-style-type: none"> School to ensure they have fire evacuation and emergency procedures in place and to brief volunteer on arrival. NBB members to complete attendance record or sign in visitor book NBB members to always wear NBB identification, plus any required visitor badge the school requires. No smoking by NBB members at any time on the premises, or in NBB vehicles 	Yes	
8.	Lone Working	NBB members	5	1	5	<ul style="list-style-type: none"> All talks/meetings to be held in school or other community venue where teachers or school staff will be present along with the NBB member(s). NBB members to be in possession of a charged mobile phone at all times. Upon arrival if NBB member is unhappy with any arrangements, or has instinctual concerns about anything, they should leave the school and advise the relevant committee on call member of their decision. 	Yes	
9.	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 authorised fuel stations only, use of jerry cans for refuelling is prohibited. Vehicles are checked daily, and any drips leaks 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. Drivers will wear NBB uniform. Parking Location chosen to avoid uneven surfaces where possible (motorcycle parking practicalities also encourage this) 	Yes	

10.	Theft	NBB members	3	1	3	<ul style="list-style-type: none"> In the event of an attempted theft of vehicle, collected funds or NBB equipment any NBB member present will raise the alarm and speak loudly avoiding any physical contact with perpetrator. 	Yes	
11.	Vehicle Interaction (Motorbike)	All	3	1	3	<ul style="list-style-type: none"> If during any event individuals who wish to participate in sitting on the motorbike, then the rider must be always with the vehicle along with a member of staff. The rider will give instructions on how to get on/off the bike in a safe manner. 	Yes	
12.	Cramp etc from static posture	NBB members	1	1	1	<ul style="list-style-type: none"> Static posture at events can create or exasperate existing health problems, NBB members are advised to change posture frequently to prevent pains in legs, feet and lower back 	Yes	
13.	Physical injury from manual handling of machine	Rider/Speaker	3	1	1	<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 machine in vehicle familiarisation sessions 	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 motorcycle 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 – School Talks**

Version Control and History

Date	Version	Author:	Reason For Change
March 2024	1.0	M Redpath	First Version