

# SMOOTHIE BIKE HIRE

## RISK ASSESSMENT

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Assessment Title: Smoothie Bike Hire Risk Assessment

Date of Assessment: 1<sup>st</sup> December 2017

Recommendation Review Date: 1<sup>st</sup> December 2018

Hazards – list actual hazards	Likelihood	Severity	Risk Rating	Who Is Affected? (S = staff, P = participants)	Risk Control – action required to reduce risk to an acceptable level
<b>Indoor Facility (External Facility Provider):</b> 1. Condition of building e.g., risk of accidents from poor flooring or injury from structural damage 2. Lighting, risk of poor visibility/ accidents 3. Temperature control maybe risk of unsuitable working conditions 4. Fire Procedures and access: risk of evacuation problems in an emergency 5. Building cleanliness: risk of illness, hazardous/ foreign objects causing accidents	3	2	6	S & P	<b>For all bullet points venue owner must provide venue risk assessment</b> 1. Visual check of flooring before session. Cancel if risk too high  2. Check lighting before session. Cancel if risk too high 3. Make sure ventilation is adequate/ heating is on. Cancel if risk is too high  4. Ensure instructor is aware of evacuation procedures and all exits are clear from obstruction. All staff first aid trained 5. Visual check building surfaces, worktops etc. Ensure first aider is on site.
<b>Outdoor Facility (External facility provider)</b> 1. Surface condition: risk of injury from trips, slips and falls 2. Weather conditions: risk of heat	3	2	6	S&P	<b>For all bullet points venue owner must provide venue risk assessment</b> 1. Visual check of flooring before session. Remove all foreign objects. Cancel if risk too high  2. Ensure participants are dressed suitably for the weather conditions, if applicable advise

exhaustion, sun burn, illness, strong winds, frost etc						participants to wear sun hats/ sun cream or wear waterproofs etc. Cancel the session in the event of extreme weather, i.e. rain, lightning etc.
3. Environmental conditions: risk of insect bites/ stings leading to allergic reaction	2	3	6	S&P		3. Instructor encourages participants to divulge any allergy's before taking part (both insect and food allergies for smoothies). Ensure first aider is on site
4. Gazebo falling down/ collapsing	2	2	4	S&P		4. Instructor to assess environment and decide on whether the gazebo should be erected. All instructors to be familiar with setting up the gazebo during induction
<b>Use of Bike and Blender</b>						
1. Over exertion: risk of injury to participant	2	3	6	P		1. Encourage participants not to over-exert. Outline safety guidelines of bike. Staff to assess whether participant is able to use the bike. Ensure first aider is on site
2. Participants falling off the bike/ injury caused getting on and off the bike	2	3	6	P		2. Mini steps for smaller/ more fragile participants. Staff supervision. Strap smaller participants in with toe clips. Ensure first aider is on site. Staff ensure bike is located on a flat even terrain
3. Bike collapsing/ falling apart/ screws come loose	1	3	3	S & P		3. Regular maintenance of the bike. Ensure first aider is on site
4. Pedal 'kick back' hitting participants leg/ damaging clothing/ wheel causing damage	3	2	6	P		4. Mini steps for smaller/ more fragile participants. Staff to warn participants before use. Staff supervision. Strap smaller participants in with toe clips. Ensure first aider is on site
5. Blades in blender	2	4	8	S & P		5. Ensure the lid to the blender is on before any participant goes near the bike/ pedals. Never allow participants or staff to put their hands in the blender, even when detached from bike
6. Spray from smoothies in eyes or damaging clothes	2	1	2	S & P		6. Ensure the lid to the blender is on before any participant goes near the bike/ pedals. Staff to ensure lid does not fly off by placing hand over the lid whilst pedals in motion
<b>Safe Provision of Fruit and Juices</b>						
1. Participants consuming unsafe food products resulting in illness/ contamination from food products	2	3	6	P		1. Ensure all food/drinks are within sell by dates. Ensure all work surfaces, equipment and utensils are cleaned and are free from foreign objects regularly. Maintain temperature control by use of cool boxes for fruit products. Ensure fruit juice does not exceed room temperature. All staff hold Food Hygiene certificate. Ensure first aider is on site
2. Choking hazard from smoothie	1	5	5	P		2. Ensure that smoothie has been mixed in the blender a sufficient amount of time for it to become liquidised and free from any choking hazards. Do not allow participants to drink until they are completely away from the bike. Ensure first aider is on site
3. Unattended smoothies contaminated (germs, insects, spiking from other people)	2	3	6	P		3. Staff to ask participants to drink the smoothies within the area of provision. Encourage participants to keep their drinks on them at all times. Ensure discarded cups are disposed of.
4. Plastic cups breaking/ cutting lips	2	2	4	P		4. Ensure participants drink in a responsible manner. Do not allow participants to drink until they are completely away from the bike. Ensure first aider is on site
						5. All spillages to be cleaned up immediately. Cone off any area that is a 'slip hazard'. Provide bins

5. Slippery floor, related to spillages from smoothies	3	2	6	P	for safe disposal of cups
6. Allergic reactions	1	4	4	P	6. Certify that all participants are free from allergies related to smoothie products
<b>Equipment</b>					
1. Table falling over/ collapsing	2	2	4	S & P	1. Staff ensure that table is erected correctly. All staff to be familiar with setting up the table during induction. Staff ensures that table has an adequate amount of weight on top.
2. Banner falling over/ collapsing	3	2	6	S & P	2. Staff ensure that banner is erected correctly and on a flat even terrain. All staff to be familiar with setting up the banner during induction. Staff ensure that table has an adequate amount of weight on top. Staff to consider environment, i.e. stability of ground. If unacceptable, do not put the banner up. Banner only to be used indoors.
<b>Transport</b>					
1. Risks associated with transporting equipment	2	4	8	S	1. Ensure all equipment is packed in the van in the correct way. Ensure all items that can cause harm are strapped/ tied down
2. Staff driving van	1	5	5	S	2. Ensure all staff have a clean driving licence. Ensure all staff are aware of Sport 4 Life UK policies on conduct when driving company vehicles.
3. Breakdown/ failure and faults with van	2	2	4	S	3. Ensure that the van is serviced and passes MOT annually. Ensure that the van is taxed and has relevant insurance documents
<b>Participants / Members of the Public</b>					
1. Unruly behaviour	4	2	8	S & P	1. Ensure that all children are accompanied by an adult/ member of staff. Ask unruly behaviour to cease, and ban them from the session if other user's enjoyment/ safety is at risk. Call police if necessary.
2. Touching dangerous parts of bike (i.e. blender)	2	4	8	P	2. Explain safety guidelines to participants. Staff to ensure that they supervise use of the bike at all times
<b>Safeguarding of Participants</b>					
1. Inappropriate treatment of participants (verbal, physical or sexual)	1	4	4	P	1. All Sport 4 Life UK staff CRB checked before employment. All staff hold child protection certificates. All staff are made aware of safeguarding and good/ bad practice for instructors in

2. Food contamination 3. In the event of accident	2	4	4	P	induction. 2. See 'safe provision of all fruit and juices' line 1.' 3. All staff are 1 <sup>st</sup> aid trained. All staff have a mobile phone on them at all times.
<b>Manual Handling</b> 1. Injury to instructor whilst handling/ using/ transporting equipment	2	3	6	S	1. All staff shown how to operate, load/ unload and lift equipment. All staff have a mobile phone on them at all times.
<b>Sporting Activities (school based provision)</b> 1. Injury caused by equipment 2. Injury caused by slips/ trips/ falls/ collisions	3 3	2 2	6 6	P P	1. Staff regularly check equipment. Staff to explain to participants how to use equipment safely 2. Staff to mark out playing area and to inform participants to stay in the area. Staff to do a visual risk assessment of playing surface. Staff to explain to participants that they need to look where they are going/ take care when moving.

Definition of Risk Assessment Scoring System			
Likelihood		Severity	
1	Rare	1	Minor injury- 1 <sup>st</sup> aid not required
2	Unlikely	2	Minor injury- 1 <sup>st</sup> aid required
3	Possible	3	Major injury- requiring hospital treatment or temporary disability
4	Probable	4	Major Injury- resulting in permanent disability
5	Almost Certain	5	Fatality

Definition of Total Risk. (Likelihood x Severity = Total Risk)	
1 – 8 = Low	Low risks are largely acceptable, subject to reviews periodically, or after significant change
9 – 15 = Medium	Should only be tolerated for the short term and then only whilst further control measures to mitigate the risk are being planned or introduced, within a defined time period
16 – 25 High	High risks should cease immediately until further control measures to mitigate the risks are introduced