

GENERAL HEALTH & SAFETY RISK ASSESSMENT FOR:

Buggies/KMX/Accessible bikes

PART 1 : ADMINISTRATIVE DETAILS

Section/Establishment Name: Lea Green Centre

Date of Assessment	8/10/13	Date of Issue	1 January 2014
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Assessment
carried out by

DS

Signature

Reviews

Review Date	Reviewed by	Date	Changes Made	
			Y	N
Nov/Dec 2021	IW,GN,DH,PV	10/11/21	Y	
Nov 22	IW/PV/GN/DH	3/11/22	Y	
Nov 23	IW/GN/DH/PV	14/11/23	Y	
Dec 2024	IW GN	4/12/24	Y	
Dec 2020	IPO	18/12/19	Y	
Dec 2021	ME	24/11/20	y	

Affected persons:

Young People/Clients ☒

Staff ☒

Visitors ☒

Contractor ☐

Others (specify)

Name of Manager confirming and agreeing Assessment:

IP

Signature:

The following sections should be completed by all staff who need to be made aware of and abide by the findings of the Risk Assessment. NB: If, as a result of a review, changes are made to the Risk Assessment the relevant box on the attached page should be completed as appropriate by the staff concerned.

RISK ASSESSMENT

What are the hazards?	Generic Control Measures implemented	✓ X	Person to implement	Additional Control measures needed to reduce risk to an acceptable level	Person to implement	Date to be actioned
Inappropriate behaviour. Illness Injury.	<ul style="list-style-type: none"> Group briefing and management Use of 'Sin Bin' facility or suspension of activity Information about existing medical conditions known by staff. Instructor must hold a current first aid certificate. First aid kit must be accessible. Group size and ratios suited to group ability. Appropriate briefing and differentiation of activity. Demonstration of good riding technique, correct use of brakes. "Don't use your feet" Briefing on nature of "fixed wheel" buggies. Clothing to be secured to avoid entanglement. KMX long hair to be put up or tied back and/or put down inside of top. Ensure Lanyards/scarfs are removed or tucked away. Helmets to be worn by all participants at all times. For KMX Gloves along with elbow & 		Instructor / Leader in charge of the session	<p>All leaders for Buggy sessions must have been trained and signed off.</p> <p>Staff or individuals to carrying appropriate inhaler, Adrenalin auto injector, medication etc.</p> <p>When setting up in the sports hall ensure they go in an anti-clockwise route and the blue mats are in front of the new green fence.</p>		

<p>Injury arising from collision with trees, fences, rocks or walls or other traffic/pedestrians on site.</p>	<p>knee guards should also be worn.</p> <ul style="list-style-type: none"> • Ensure students go in an anti-clockwise direction. • Appropriate briefing and warnings of particularly hazardous corners, obstacles etc. • Safe spacing of buggies. • On-going advice to group. Setting up of a course or track with a “parking zone”. • Young people not to get off buggies while on the track. Use of ‘Pits’. • Non participants to be marshalled in safe area. • Initial briefing to include warning on busy nature of site and areas where traffic or pedestrians may be encountered. 					
<p>Extreme weather.</p>	<ul style="list-style-type: none"> • Weather forecast obtained and previous conditions taken into account. • Activity adapted or abandoned where appropriate. • Ongoing risk assessment at start and during activity – weather conditions continually monitored. • Equipment/clothing lists sent to groups. • Individuals’ kit checked before session to ensure adequate protective clothing and equipment. • Suitable emergency equipment 					

<p>Choking hazard.</p> <p>Injury arising from damaged or faulty buggy.</p> <p>Additional potential hazards associated with a person's disability</p>	<p>accessible</p> <ul style="list-style-type: none"> • No eating/chewing to be allowed during sessions. • All buggies to be checked by instructor before and after use. • Faults to be flagged up and any dangerous buggies to be withdrawn from use immediately. • Additional measures may need to be taken to enable visitors with a disability to access the area on site and engage with the activity. 			<p>Faulty buggies to be reported and clearly labelled in the store.</p> <p>A discussion with the participant along with visiting staff/carers should be had to decide on the most appropriate way to access the site or whether a more accessible location is used.</p> <p>Additional staff may be required.</p> <p>Additional time may need to be factored into the session.</p> <p>Handling belts may be used to assist less ambulant users</p> <p>Less mobile visitors may be more sensitive to environmental conditions and need closer supervision</p> <p>For visitors with disabilities a discussion with the participant along with visiting staff/carer should be had to ensure the most appropriate PPE is worn.</p> <p>If our PPE is not suitable for the participant's needs, we may need to refuse participation for safety reasons</p> <p>Instructors providing accessible bikes should be trained in their use, ensure the most appropriate bike is used and wheelchairs are attached accordingly.</p>		
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