

Activity Risk Assessment

Event: Alford KT Bike Run

Date: 10th Sept 2016

Organiser: Rotary Club of Alford & District

Risk Assessor: Norman R Lavery

High Risk - must be managed

Medium Risk - Review controls

Low Risk - no further control required.

Reviewed and Approved By the Event Organising Committee <<Date>>

Event Manager Clive Marsden **Committee** September 2016


Organising committee Stuart Todd(Chair), Clive Marsden, Norman Lavery, Mark Munro, Isobel Murray, Phil Murray, Fiona Smith, Steve Vickers.

Event Safety Coordinator Norman Lavery

Brief Description

On Saturday 10th September 2016, the bike runs will take place around Alford and the Donside area, with a kiddies run within the confines of the Grampian transport Museum grounds during the afternoon. These runs are being organised to raise money for Marie Curie Cancer Care, Defibrillator fund and Rotary Foundation. The event typically attracts around 100-200 riders with the start / finish at GTM, Alford. The rides are controlled in the museum grounds and on the course by marshals. The 29 mile ride starts at 10am and the 13 mile run starts at 10:15am. A childrens run which is confined to the Museum Grounds starts at 12:30pm. After the rides there is a BBQ in the GTM Grounds. The events are organised by a committee of Rotary Club of Alford &

Activity	Hazard	Person or object affected	Consequences	Control Measures	Risk Evaluation	Additional Control Measures
Load in: GTM Grounds	Delivery and layout of equipment for the organisation of the event and entertainment. Manual handling.	Organisers and volunteers	Minor Injury	Event has been well planned by an experienced team. It is an open ground area with all round visibility and hard core road access. Work takes place the evening prior and early morn on the day. A First Aid Box will be available.		Not Required
Set up: GTM Grounds Tented cover and BBQ	Manual handling Construction of temporary facilities	Organisers and volunteers	Minor Injury	Set up activities to be organised and controlled by assigned members of the events committee. A First Aid Box will be available.		Not Required
Car Parking: GTM Grounds	Slow moving Cars	Car Park Attendants and the public	Minor Injury	Marshals to wear high vis vests and be aware of moving vehicles and the public. To have a safety brief prior to start of Event. A Para Medic and Nurse will be on duty for the event		GTM have given approval for use of the park, confirmed Stuart Todd N Lavery August 2015.

<p>Bike Run 13 mile: Local to Alford area</p>	<p>Road Traffic. Pot holes. 13 mile route.</p>	<p>Cyclists</p>	<p>Serious Injury</p>	<p>The route is intentionally set on minor rural roads with Marshals to direct cyclists at strategic points (7). appropriate barriers will be set within theGTMgrounds. Cyclists to take caree on re-entering the GTM at the RH turn opposite the Vale Hotel. 2 marshalls are possted here to assist.Ground matting is to be laid on the entrance track to the grounds over the rough track area. Cyclists are requested to ensure road worthiness of their cycles and wear helmets. In the event of rain cyclists will be briefed to take special care. All cyclists given safety brief before start . A Para Medic will be on duty with communications by mobile phone and transportation. In the event of a serious accident emergency Services will be called. An Ambulance station is located close by in the village.</p>		<p>Police have been notified and communications exchanged being handled by Norman Lavery Police advice was to review `Gala`s and Events Affecting Public Roads, Guidance for Organisers`. This has been done and we seem to be in compliance.</p>
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<p>Bike Run 29 mile and Team Run: Local to Alford Area/Donside</p>	<p>Road traffic. Pot Holes. For 29 mile route. Exit Route from the Museum grounds for the 29 mile route.</p>	<p>Cyclists</p>	<p>Serious injury</p>	<p>GENERALThe route is set on minor rural roads with Marshals to direct cyclists at strategic points (11) Cyclists are advised to take care at the RH turn into Stewart road. Cyclists are requested to ensure road worthiness of cycles and to wear helmets. In the event of rain they will be briefed to take special care before the start of the ride. A para Medic will be on duty and contactable through the Emergency telephone numbers to be issued and via the Marshals. In the event of a serious accident Emergency Services will be called. An Ambulance station is situated in the village. REAR EXIT ROUTE, This route has been planned with the consent of Mr Mike Ward the Museum Manager. It has been intentionally chosen so as to exit onto a minor road rather than Alford High street. The route was surveyed on 15th Aug 2013 . A burn runs on the right hand side of the exit route and this will be barred off prior to the event. A marshal will be posted in the area and also at the exit gate to warn of any road traffic exiting the public car park via that route.</p>		<p>Police have been notified by Stuart Todd. We are advised to carry on as last year. They do not plan to have a presence. in previous years, Police advice was to review `Gala`s and Events Affecting Public Roads, Guidance for Organisers` This has been done and we appear to be in compliance. Barriers to be placed along the Burn side and also marked with coloured barrier tape prior to the event starting.</p>
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Childrens Bike Run: GTM Grounds	Slow moving Traffic	Child Cyclists	Minor Injury	The route is within the Museum Grounds and not held on roads, with only slow moving traffic possibly being encountered on their approach to the route. A low speed limit is in place. Marshals will be on duty around the circuit to monitor and control. The children will be given a safety brief before the start. In the event of rain the cyclists will be briefed to take special care. Parents will be required to accompany their children to monitor. A Nurse will be on duty within the GTM grounds.		No other action is necessary.
End of Event BBQ	Hot surfaces. Use of bottled gas	BBQ Staff and the public	Minor Injury (burns)	The BBQ will be distanced from the public. Experienced adults will be using the BBQ. The gas bottle will be stood on level ground, not exposed to heat or mechanical damage. Normal hygiene standards will be observed. A Nurse will be on duty.		Not Required
Dismantling of Tented cover and BBQ	Manual Handling and dismantling of equipment	Organisers and volunteers	Minor injury.	Dismantling will be organised and controlled by the organisers. This event will take place after the close of the event and therefore minimal risk to the public. A First Aid box will be available.		Not Required.
Load out of Equipment.	Equipment collected and loaded onto transport. Those involved in load-in will undertake this. Manual handling.	Organisers and volunteers.	Minor injury.	Load out will be organised and controlled by the organisers and take place after the event has ended , therefore minimal risk to the public. First Aid box will be available.		Not Required
Approval Signatures		Date				
		10/09/2015				
Club President Neil Robinson 2015/16						
Event Coordinator. Clive marsden	Safety Officer N R Lavery					