

**PEEBLES CYCLING CLUB KIDS CLUB  
 GENERIC RISK ASSESSMENT– OCTOBER 2013  
 GLENTRESS FOREST**

<b>Event</b>	Kids Club		
<b>Date and Time</b>	Saturdays 9.45-12 noon		
<b>Riders</b>	<b>Number:</b> approx 40	<b>Ability:</b> beginner to expert, grouped according to ability	<b>Ages:</b> 7 to 18
<b>Venue</b>	Glentress Forest		
<b>Address</b>	Glentress Forest, near Peebles, EH45 8NB		
<b>Venue contact</b>	Forestry Commission Duty Ranger	Tel: 07834 435380	
<b>Location of toilets</b>	Glentress Peel Centre, Peel café, Red Squirrel car park and portaloos at Buzzard's Nest car park		
<b>Location of phone</b>	Leaders have mobile phones (best coverage for Glentress is with O2) and radios		

<b>Leaders</b>	Various. Minimum ratio 1:8, usually 1:6 and two adults to each group		
<b>Leader qualifications</b>	Minimum TCL, some with MBL and Level 2 coaching awards		
<b>Leader equipment</b>	Radio, mobile phone, first aid kit, trailside bicycle repair kit, spare clothing and food etc appropriate to weather conditions, group shelter.		

<b>First aiders</b>	All leaders		
<b>Location of first aid</b>	Carried by leaders. Also Peel café has key to first aid room in Peel Centre. Children expected to carry their own epipens and inhalers, if required.		
<b>Accident report forms to:</b>	PCC First Aid coordinator		
<b>Emergency phone numbers:</b>	All leaders carry list of parent/guardian/emergency contact numbers.		
	Duty Ranger	07834 435380	
	Haylodge Health Centre	01721 722080	
	Borders General Hospital	01896 826981	
	Police Station, Peebles	01721 720637	
	NHS 24	08454 242424	

<b>Location of Hazard</b>	<b>Description of Hazard</b>	<b>People at Risk</b>	<b>Level of Risk</b>	<b>Control Measures</b>	<b>Review</b>
Anywhere in forest	Falls from bikes, crashes and injuries.	Riders, leaders and other forest users	Medium	Ride trails appropriate to skill level of riders. Wear protective clothing including helmets and gloves. All groups will have a leader with a valid first aid certificate and be equipped with a first aid kit, radio and/or mobile phone (O2 provides best coverage) and emergency and contact phone numbers. Bike safety and helmet checks prior to every session.	
Anywhere in forest	Adverse weather (cold or heat)	Riders and leaders	Low	Leaders to consult weather forecast before each session. Parents given a kit list for children at kids club; to include thermal, warm top, trousers, waterproof, food and drink. Kit checks prior to session. Group shelter and appropriate spare clothing to be carried by each group. Ensure everyone carrying adequate quantities of drink in hot conditions.	
Car parks, roads and road crossings	Vehicles	Riders	Low	Leaders to directly manage, or agree management with others in the group, at road crossings, when travelling on roads/forest tracks shared with cars and in car parking areas. Forestry Commission has minimised risks by 15mph speed limit signage, limiting forest roads to which the public have access by car and wooden barriers across trails before roads.	

Location of Hazard	Description of Hazard	People at Risk	Level of Risk	Control Measures	Review
Anywhere in forest	Illness or allergic reactions	Riders and leaders	Low	Leaders have a list of children with medical conditions, allergies etc. and need to be aware if these children are in their group. Children would be expected to carry their own epipens, inhalers etc. Evacuation of sick individuals, as appropriate, utilising the 2 leaders to each group, radios, mobile phones and contact numbers.	
Anywhere in forest	Special needs/medical conditions	Riders, leaders and other forest users	Low	Leaders have a list of children with any special needs and need to be aware if these children are in their group. An additional risk assessment will be required for any new child presenting with significant special needs or medical conditions	
Anywhere in forest	Forest operations – timber lorries, tree felling, log piles etc.	Riders and leaders	Low	Consult trail conditions advice prior to each session – posted on notice boards, in bike shop and online at <a href="http://www.7stanesmountainbiking.com">www.7stanesmountainbiking.com</a> Observe diversions and warning signs.	
Anywhere in forest	Problems due to unexpected trail conditions, other events taking place at the forest, trail closures, hazards noted by others etc.	Riders and leaders	Low	Consult trail conditions advice prior to each session – posted on notice boards, in café and online at <a href="http://www.7stanesmountainbiking.com">www.7stanesmountainbiking.com</a>	
Anywhere in forest	Collisions with horses, dogs, walkers and other cyclists	Riders, leaders and other forest users	Low	Leaders ensure that riders slow down when passing horses and dogs and show respect to walkers and other cyclists. Be particularly aware when there is shared usage.	

Location of Hazard	Description of Hazard	People at Risk	Level of Risk	Control Measures	Review
Anywhere in forest	Lost kids, separated group	Riders and leaders	Low	<p>Register at start of sessions and head count within group prior to departure.</p> <p>Good group management in terrain known well by leaders.</p> <p>Leaders have radios and mobile phones for contact within and between groups.</p> <p>More than one adult in each group.</p> <p>All children asked to remain with leaders at the end of the session until a parent is there to collect them, or alternative arrangements have been agreed.</p>	