

Cycling Without Age Risk Assessment

Overall Operating Procedures

THIS RISK ASSESSMENT MUST ALWAYS BE LOCATED IN THE UNDER-STORAGE OF THE TRISHAW WITH COPIES PROVIDED TO ALL DELIVERY ORGANISATIONS.

It should be reviewed every 6 months.

Date of Risk Assessment:	1st June 2023		
Written By:	Alison Watson-Shields	Chapter:	Stockton on Tees
Bike Model:	Triobike Trishaw (Trixie)		
Consideration of Previous Risk Assessments:	N/A		
Bike Last Serviced:	21st May 2023		
Bike Condition:	Very Good		
Any Reportable Problems With Bike:	None		
Location of First Aid Kit:	Trishaw under seat storage box		
First Aid Kit Adequately Stocked:	Yes		
Person Conducting Risk Assessment			
Name:	Alison Watson-Shields		
Signed:	ACWatson-Shields		
Telephone:	07590535448		
Date:	1st June 2023		

No	Location	Description	People at Risk	Level of Risk	Resolution/Action
1	On Bike	Wheels not being locked out	Pilot, Passengers	Low	First part of all pilot training programmes to ensure that, when appropriate, brakes are applied. Pilot refresher courses ensure that this remains a prominent safety protocol.
2	On Bike	Incidence of passengers trapping hands in wheels when bike moving	Passengers	Low	Pilots must remind and ensure passengers keep their hands/arms in the trishaw when in motion.
3	On Bike	Battery Pack/Pilot causing trishaw to travel at too great a speed	Passengers	Medium	It is made clear during training that the maximum speed the trishaw should travel is 16km/h. There is no way of restricting speed - relies on pilots observing speeds.
4	On Bike	Bike becoming unbalanced when loading a passenger	Passengers	Low	Pilot keeps the bike steady by remaining on the saddle while another person assists passengers onto bike. Supporting feet to also be used, if available.
5	On Bike	Passenger unable to step up onto the footplate	Passengers	Low	Footplate should be removed to allow passenger to directly board the trishaw from the ground. Important to ensure this is secured before trishaw ride begins.
6	On Bike	Medical emergency for passenger	Passengers	Medium	Dependent on nature of emergency, make quick assessment with accompanying passenger and alert appropriate authorities.
7	On Bike	Mechanical issues affecting normal trishaw operations	Pilot, Passengers	Low	Trishaw will be fully safety checked every six months. Pilots encouraged to undertake a bike check before and after each journey. All concerns to be reported.
8	On Bike	Loss of power from battery pack	Pilot, Passengers	Low	Batteries will always be fully charged before trips and there will never be an instance where a Pilot will be out long enough where battery will die. If power loss does occur, Pilot encouraged to drop into lowest gear and take flattest approved route back to original location.
9	On Bike	Passengers becoming unseated from the trishaw	Passengers	Low	Passengers must wear the provided seatbelts at all times when trishaw in motion. Pilot must remind and ensure that this is the case before trishaw journey begins.
10	Off Bike	Inclement weather conditions impacting on trishaw operations e.g. rain and wind	Pilot, Passengers	Low	Pilots will always observe upcoming weather conditions and make informed decision on whether to undertake journey or not. In event of inclement weather, Pilot will return to original destination as soon as possible, with the health and safety of the passenger remaining top priority.
11	Off Bike	Inclement weather conditions impacting on trishaw operations e.g. snow and ice	Pilot, Passengers	Low	As above observations. Slow trishaw and take corners wide and steady to prevent any slippage due to changes in underlying conditions.

No	Location	Description	People at Risk	Level of Risk	Resolution/Action
12	Off Bike	Inclement weather conditions severely impacting upon trishaw making it unrideable	Pilot, Passengers	Low	Health and safety of pilots and passengers is absolute priority. Ensure alternative travel arrangements to ensure orderly return to original location. Pilot endeavour to return bike to original location.
13	Off Bike	Sudden hazard on trishaw route causing emergency stop	Pilot, Passengers	Medium	Pilot training includes how to bring the trishaw to a quick, controlled stop. Regular training provided to all Pilots to ensure no harm comes to anyone on or off the bike.
14	Off Bike	Diversion on trishaw route causing diverted journey on non-approved route	Pilot, Passengers	Medium	Pilots encouraged to look out for any local news/indications that routes will be affected by any planned works.
	Off Bike	High volume of pedestrians present on the route	Pilot, Passengers, Pedestrians	Medium	Pilots encouraged to monitor the approaching conditions and make judgements on changes of route, where possible, or significantly reducing speed, using the bell regularly to raise awareness of presence.
15	On / Off Bike	Pilot needing to make contact with Emergency Contact (and vice versa)	Pilot, Passengers	Medium	Pilots will always carry a charged mobile phone. Pilots mobile number will be left with Emergency Contact in case of emergency.
16	On / Off Bike	Any hazards not mentioned above	Pilot, Passengers	Low	Pilots and passengers must raise any issues with Chapter Coordinator to ensure appropriate action can be taken to prevent incident or accidents occurring.