

Risk Assessment

Activity (motorcycles)	Advanced riding test (motorcycles)
Assessor	

People at risk	Category	Tick if at risk
	General public	
	Volunteers	
	Members/Candidates	
	Others (Specify where necessary)	

Date	July 2016
Review Date	July 2017

The Risk Assessment process

A risk assessment is carried out to evaluate the likelihood of harm occurring as a result of a hazard and how severe that harm could be. The process should identify the hazards involved, then assess them. The next step is to consider how to control the risks – what can be done to keep them as low as possible. There will be times when the risk is so high that it would be considered dangerous to carry on with the activity – e.g. conducting an advanced motor cycle test on sheet ice. There are also activities where there is a real risk of injury, but which have a very low injury level – e.g. handling sheets of paper runs the risk of “paper cuts” to the fingers. The end result is that the risks are managed downwards by the control measures considered for that purpose. The control measures then have to be implementedTo calculate the risk the system below is intended to be fairly simple to use ..

Severity		Likelihood	
Description	Score	Description	Score
Minor injury		Event unlikely to happen, but possible	
Injury causing less than three days off work		About even chance an event may happen	
Over three days off work, major injury, or a fatality		Highly likely, or almost certain an event will happen	

Multiply the severity score by the likelihood score to produce an overall assessment:

Result of overall risk grading: 1 = Trivial 3 or 5 = Tolerable 9 = Moderate 15 = Substantial 25 = Intolerable.

1	Trivial	No action
3 or 5	Tolerable	Use basic control measures and monitor activity
9	Moderate	Reduce the risk
15 or 25	Substantial/Intolerable	Reduce the risk, or cancel the activity/action that produced this risk assessment result

Control measures, if appropriate, need to be described in the column provided.

Hazard	People at risk	Severity	Likelihood	Overall risk	Control measures (and comments)	Adequate controls in place (Yes/No)	If not, date for their introduction
Collision with another vehicle/road user/roadside property etc	All	5	1	5	<p>Associates</p> <ul style="list-style-type: none"> All have DSA driving test pass qualification as a minimum of prior training (or EU/foreign equivalent) All sign diving licence declaration prior to driving Eyesight tested at start Briefing at start of session includes safety issues, and reminds associate he/she has responsibility for safety specifically Associate previously trained by observers and now being assessed on safety as a major focus of the session Proper full motorcycle clothing worn as a condition of undertaking the test Wearing of hi-viz clothing encouraged <p>Examiner</p> <ul style="list-style-type: none"> Examiners have DSA driving test pass qualification as a minimum of prior training (or EU/foreign equivalent) as evidence of prior competence 		

Continued

Hazard	People at risk	Severity	Likelihood	Overall risk	Control measures (and comments)	Adequate controls in place (Yes/No)	If not, date for their introduction
					<ul style="list-style-type: none"> • All examiners are holders of police riding qualification, and competent to observe developing driving hazards. • Bi-annual quality assurance visit by Regional Quality Managers includes safety issues • Suitable motorcycle clothing worn • Wearing of hi-viz clothing encouraged <p>Vehicles</p> <ul style="list-style-type: none"> • Examiner will not conduct a test with an associate using a vehicle they feel unsuitable/unsafe • Examiner using own machine, and therefore familiar with its characteristics etc • Vehicles given visual check prior to commencing test <p>1st Aid etc</p> <ul style="list-style-type: none"> • Examiners all trained to ELS standard as minimum at some point in their adult life <p>Miscellaneous</p> <ul style="list-style-type: none"> • Examiner has authority to terminate activity with a candidate if he/she considers the riding too dangerous or conditions inappropriate • Route choice at discretion of examiner to match candidate performance/road and weather etc conditions 		

Hazard	People at risk	Severity	Likelihood	Overall risk	Control measures (and comments)	Adequate controls in place (Yes/No)	If not, date for their introduction
					<ul style="list-style-type: none"> Adherence to speed limits and other traffic law part of the assessment being made - breach of speed limit or other traffic law is a failure Safety the major part of the assessment being made 	Y	
Collision with each other due to riding together	Volunteer Member/ Associate	5	1	5	<ul style="list-style-type: none"> All above apply where appropriate Examiners trained to follow in position so as not to follow associate "in line" Examiner trained to maintain observation ahead of associate as well as maintaining observation of associate activity 		
Collision of pedestrian with another vehicle at start/finish venue	Volunteer Member/ Associate	5	1	5	<ul style="list-style-type: none"> Location chosen to be away from fast-flowing traffic as far as possible, or at discretion of examiner who has authority to decline a location Associates all licensed riders, therefore have background awareness of road dangers Examiners all serving or retired police officers (commonly traffic officers) with heightened awareness of safety issues 		
Slip/Trip at starting/finishing venue or during stops	Volunteer Member/ Associate	3	1	3	<ul style="list-style-type: none"> Location chosen to be away from fast-flowing traffic as far as possible, or at discretion of examiner who has authority to decline a location Locations with uneven surfaces avoided where possible, encouraged by issues related to practicality of parking motorcycles on uneven surfaces 	Y	

Hazard	People at risk	Severity	Likelihood	Overall risk	Control measures (and comments)	Adequate controls in place (Yes/No)	If not, date for their introduction
Candidate falling from machine during slow riding manoeuvre	Associate				<ul style="list-style-type: none"> • Candidate previously trained in slow riding prior to test • Location chosen to avoid uneven ground, especially slippery surfaces etc • Activity conducted in quiet area as far as possible to allow concentration on the task • Session conducted at low speed (ideally walking pace or lower) • Conducted during rest of test session, so other controls in this column apply as appropriate 		
Rider Fatigue	All	5	1	5	<ul style="list-style-type: none"> • Session restricted to 90 minutes maximum • Examiner authorised to abandon/postpone session if concerned • Appointment set by mutual discussion between examiner and candidate for those tests not part of a course, or a candidate's working day 	Y	
Cramp etc from prolonged riding	Volunteer Member/ Associate	1	1	1	<ul style="list-style-type: none"> • Session restricted to a maximum of 90 minutes 	Y	
Hearing impairment due to wind/radio noise	Volunteer Member/ Associate	3	1	3	<ul style="list-style-type: none"> • Ear plug use suggested • Session restricted to 90 minutes maximum 		

Hazard	People at risk	Severity	Likelihood	Overall risk	Control measures (and comments)	Adequate controls in place (Yes/No)	If not, date for their introduction
Effects of weather	Volunteer Member/ Associate				<ul style="list-style-type: none"> • Activity cancelled/curtailed in extreme cold conditions, controlling risk of hypothermia, and also increased risk of collision due to road surface conditions • Route/length of sessions at discretion of examiner to ensure extreme heat conditions catered for • Examiner has total authority to cancel/curtail activity if conditions unsuitable (eg Fog) • Wet conditions covered as part of the training process – examiner trained to deal with them • Session limited to 90 minutes maximum • Examiner has authority to terminate session if weather conditions of any kind render it appropriate (eg Fog) 		
Physical injury from manual handling of machine	Volunteer Member/ Associate	3	1	1	<ul style="list-style-type: none"> • All have DSA driving test pass qualification as a minimum of prior training (or EU equivalent) providing evidence of some prior competence • Locations with uneven ground avoided wherever possible 	Y	
Lone worker meeting unknown person – risk of assault	V	5	1	5	<ul style="list-style-type: none"> • Examiners dealing with unknown candidates all police officers or retired police officers, trained/experienced in identifying risky behaviour • Examiners all experienced in interpersonal skills to defuse aggressive behaviour • Examiner authorised to withdraw if unhappy with behaviour of candidat 	Y	

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					<ul style="list-style-type: none"> • Details of candidates normally known to others in the organisation • Examiners all previously (or currently) trained in self-defence skills • Status/previous status of examiners publicly known to candidates • Meeting with candidate usually conducted in public place • De-brief location with candidate in examiners control, allowing use of public place if appropriate 		