



## 1. Operational

	Key risks Identified	Impact	People at risk	Risk Rating	(B) Measures in place to be implemented to manage risk
	<i>What is and what is cause of hazard?</i>	<i>What is the effect if this hazard took place?</i>		Likelihood, impact, L x I L*   I*   LxI	<i>How will risk be mitigated</i>
1	Accident – mechanical failure	Damage to rickshaw or third party, injury to volunteers or passengers, third party.	Pilot and passenger(s)	2   3   6	<ul style="list-style-type: none"> <li>The rickshaw is maintained to a schedule that identifies pre-ride, weekly and monthly tasks.</li> <li>Pilots are trained and examined.</li> <li>Maximum speed is 10mph.</li> <li>Pilot manual to cover mechanical failure procedure</li> </ul>
2	Accident – collision with vehicle	Damage to rickshaw or third party, injury to volunteers or passengers, third party.	Pilot and passenger(s)	2   4   8	<ul style="list-style-type: none"> <li>All riders receive comprehensive initial training that includes risk management, and their competence is assessed.</li> <li>Riders not allowed on roads with greater than 30mph limit. (Without special permission)</li> <li>Riders are assessed annually</li> <li>Riders wear hi vis on all rides</li> <li>Rear light always on</li> <li>Front light on in low light conditions</li> <li>Riders use quiet roads and cycle paths wherever possible</li> <li>Use WhatsApp to request assistance</li> </ul>
3	Accident – poor visibility	Damage to rickshaw or third party, injury to volunteers or passengers or third party	Pilot, passenger(s), Pedestrians	1   6   6	<ul style="list-style-type: none"> <li>All riders receive comprehensive initial training that includes risk management, and their competence is assessed.</li> </ul>



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					<ul style="list-style-type: none"> <li>• Riders are assessed annually</li> <li>• Riders wear hi vis on all rides</li> <li>• Rear light always on.</li> <li>• Front light always on.</li> <li>• Hi vis tape on rear of rickshaw for increased visibility.</li> </ul>			
4	Sudden hazard on route requiring an emergency stop.	Passengers shaken and upset.	Passenger(s) and Pilot	<table border="1"> <tr> <td>1</td> <td>4</td> <td>4</td> </tr> </table>	1	4	4	<ul style="list-style-type: none"> <li>• Bell fitted to warn of presence.</li> <li>• Maximum speed 5 mph in shared use areas</li> <li>• Emergency stop practice during training.</li> </ul>
1	4	4						
5	Brake not applied during loading or unloading of passenger(s)	Passenger frightened and loss of confidence	Passenger	<table border="1"> <tr> <td>1</td> <td>4</td> <td>4</td> </tr> </table>	1	4	4	<ul style="list-style-type: none"> <li>• Brake operation emphasised during pilot training.</li> <li>• Brake operation included in pilot evaluation.</li> </ul>
1	4	4						
6	Passenger slipping/falling whilst getting in or out of rickshaw	Injury to passenger	Passenger(s)	<table border="1"> <tr> <td>1</td> <td>4</td> <td>4</td> </tr> </table>	1	4	4	<ul style="list-style-type: none"> <li>• Non-slip material on footplate</li> <li>• Passengers required to wear outdoor shoes (not slippers)</li> <li>• Pilot to ensure parking brake applied and footplate lowered before allowing passengers on or off the rickshaw.</li> </ul>
1	4	4						
7	Passenger becoming unwell during ride		Passenger(s)	<table border="1"> <tr> <td>2</td> <td>2</td> <td>4</td> </tr> </table>	2	2	4	<ul style="list-style-type: none"> <li>• Pilot to obtain emergency contact details prior to boarding.</li> <li>• Pilot to ask how the passenger is before boarding and make an assessment.</li> <li>• Pilot to follow procedure for passenger becoming unwell.</li> <li>• Use WhatsApp to request assistance</li> </ul>
2	2	4						
8	Incidence of passengers trapping	Injury to passenger	Passenger(s)	<table border="1"> <tr> <td>1</td> <td>5</td> <td>5</td> </tr> </table>	1	5	5	<ul style="list-style-type: none"> <li>• Pilots must remind and ensure that passengers on the Rickshaw always keep their hands/arms inside the bike when</li> </ul>
1	5	5						



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	hands in wheels when bike moving				in motion
9	Volunteer injury	Injury to volunteer	Pilot / Volunteer	2 2 4	<ul style="list-style-type: none"> <li>Volunteers are made aware of common hazards on the rickshaw and on the highway.</li> </ul>
10	Disease transfer	Covid transferred to Passenger or to Pilot	Passenger / Pilot	2 2 4	<ul style="list-style-type: none"> <li>Masks to be available for Pilots</li> <li>Clean rickshaw before use</li> <li>Use Covid screen to prevent contamination between passengers and Pilot.</li> </ul>

## 2. Financial, legal, governance

1	Insufficient funds to cover running costs	Inability to operate	Trustees	1 5 5	<ul style="list-style-type: none"> <li>Ensure that the financial policy is followed.</li> <li>Ask trusts or CTC for emergency funding</li> <li>Ask trustees for emergency funding.</li> </ul>
2	Accusation of wrongdoing by volunteer towards passenger	Suspend volunteer while investigation is carried out.	Volunteer, Passenger	1 3 3	<ul style="list-style-type: none"> <li>All volunteers DBS checked</li> <li>All passengers accompanied where possible</li> </ul>
3	Inability to access bank account		Trustees	1 4 4	<ul style="list-style-type: none"> <li>At least 3 trustees to have access to bank.</li> <li>Ask trustees for emergency loan.</li> </ul>
4	Data protection complaint		Trustees	1 4 4	<ul style="list-style-type: none"> <li>Volunteers who leave BTR are removed from website access.</li> <li>GDPR policies are reviewed</li> </ul>
5	Loss of rickshaw	Inability to operate	Trustees	1 5 5	<ul style="list-style-type: none"> <li>Announce in press for benefactor to come forward.</li> </ul>



6	Key trustee resignation	Reduction in service due	Trustees	<table border="1"> <tr> <td>1</td> <td>4</td> <td>4</td> </tr> </table>	1	4	4	<ul style="list-style-type: none"> <li>Ensure that more than 1 trustee has passwords to website and email (admin@btrickshaw.uk) and any other services used.</li> </ul>
1	4	4						

Impact	Catastrophic	5	5	10	15	20	25
	Major	4	4	8	12	16	20
	Moderate	3	3	6	9	12	15
	Minor	2	2	4	6	8	10
	Insignificant	1	1	2	3	4	5
			1	2	3	4	5
			Remote	Unlikely	Possible	Probable	Highly probable
			Likelihood				

Last updated: 02/01/2023