



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"> The rickshaw is maintained to a schedule that identifies monthly and annual tasks Pilots are trained (incl pre-ride checks) and examined Maximum speed is 10mph No use below 7°C Pilot manual to cover mechanical failure procedure.
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"> All riders receive comprehensive initial training that includes risk management, and their competence is assessed Riders not allowed on roads with greater than 30mph limit (without special permission) No use in frosty/icy/snowy conditions Maximum of two passengers; to be seated side by side, and secured by seat belts No babies Riders are assessed annually Riders wear hi vis on all rides Rear light always on Front light on in low light conditions Riders use quiet roads and cycle paths wherever possible Use WhatsApp to request assistance.



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3	Accident – poor visibility	Damage to rickshaw or third party, injury to volunteers or passengers or third party	Pilot, passenger(s), Pedestrians	<table border="1"> <tr> <td>1</td> <td>6</td> <td>6</td> </tr> </table>	1	6	6	<ul style="list-style-type: none"> All riders receive comprehensive initial training that includes risk management, and their competence is assessed. Riders are assessed annually Riders wear hi vis on all rides Rear light always on Front light always on Hi vis tape on rear of rickshaw for increased visibility.
1	6	6						
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"> Bell fitted to warn of presence Maximum speed 5 mph in shared use areas Emergency stop practice during training.
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"> Brake operation emphasised during pilot training Brake operation included in pilot evaluation.
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"> Non-slip material on footplate Passengers required to wear outdoor shoes (not slippers) Pilot to ensure parking brake applied and footplate lowered before allowing passengers on or off the rickshaw.
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"> Pilot to obtain emergency contact details prior to boarding Pilot to ask how the passenger is before boarding and make an assessment Pilot to follow procedure for passenger becoming unwell Use WhatsApp to request assistance.
2	2	4						



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8	Incidence of passengers trapping hands in wheels when bike moving	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"> Pilots must remind and ensure that passengers on the rickshaw always keep their hands/arms inside the bike when in motion.
1	5	5						
9	Volunteer injury	Injury to volunteer	Pilot/volunteer	<table border="1"> <tr> <td>2</td> <td>2</td> <td>4</td> </tr> </table>	2	2	4	<ul style="list-style-type: none"> Volunteers are made aware of common hazards on the rickshaw and on the highway.
2	2	4						
10	Disease transfer	Covid transferred to passenger or to pilot	Passenger/pilot	<table border="1"> <tr> <td>2</td> <td>2</td> <td>4</td> </tr> </table>	2	2	4	<ul style="list-style-type: none"> Masks to be available for pilots Clean rickshaw before use Use Covid screen to prevent contamination between passengers and pilot.
2	2	4						

2. Financial, legal, governance

1	Insufficient funds to cover running costs	Inability to operate	Trustees	<table border="1"> <tr> <td>1</td> <td>5</td> <td>5</td> </tr> </table>	1	5	5	<ul style="list-style-type: none"> Ensure that the financial policy is followed Ask trusts or CTC for emergency funding Ask trustees for emergency funding.
1	5	5						
2	Accusation of wrongdoing by volunteer towards passenger	Suspend volunteer while investigation is carried out.	Volunteer, Passenger	<table border="1"> <tr> <td>1</td> <td>3</td> <td>3</td> </tr> </table>	1	3	3	<ul style="list-style-type: none"> All volunteers DBS checked (DBS check completed within two months of final pilot training or within three months of first out-riding session) All passengers accompanied where possible.
1	3	3						
3	Inability to access bank account		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"> At least 3 trustees to have access to bank Ask trustees for emergency loan.
1	4	4						
4	Data protection complaint		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"> Volunteers who leave BTR are removed from website access GDPR policies are reviewed.
1	4	4						



5	Loss of rickshaw	Inability to operate	Trustees	<table border="1"> <tr> <td>1</td> <td>5</td> <td>5</td> </tr> </table>	1	5	5	<ul style="list-style-type: none"> Announce in press for benefactor to come forward.
1	5	5						
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"> Ensure that more than 1 trustee has passwords to website and email (admin@btrickshaw.uk) and any other services used.
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: 24/08/2023