Risk Level Definitions and Strategy
Fleet Cycling

Introduction

In order to assess and address risks, it is important for the people involved to have a common understanding of the terms used to define those risks.

A hazard, as defined by the TUC, 'is something that can cause harm', and a risk 'is the chance, high or low, that any hazard will actually cause somebody harm'[1]. Fleet Cycling will base its risk assessments broadly on the Health and Safety Executive recommendations for employers.

HSE steps	Fleet Cycling steps
Identify potential hazards associated with work activities	Coronavirus Officer to identify hazards and risks regarding to Coronavirus. Committee to review and approve or suggest recommendations.
Identify who could be at risk from those hazards;	
Implement control measures – how risks are managed at the moment and what further steps might be required to reduce the risks further;	Coronavirus Officer to identify / suggest control measures. Committee to review and approve or suggest recommendations.
Record the findings of the risk assessment;	Coronavirus Officer to record findings.
Review the risk assessment on a regular basis.	Coronavirus Officer to review the risk assessment at intervals of AT MOST three months, and bring changes to the Committee for review and suggestions.

The process of identifying risks can be continued *ad nauseam*, so we need to define the limits to which it is worth taking the process. For instance, a member being struck by a meteorite would occur once in many thousands of years or more. Any risk where EITHER the impact or likelihood is zero, according to the definitions below, can be discounted and does not need to be entered on the risk log.

The end objective is to prioritise and carry out actions to address the risks, and reduce their severity according to the "risk appetite" of the organisation (defined below). The definitions below have been set by the Fleet Cycling Committee with that objective in mind.

Impact

These are all defined in terms of their impact on the health of at least one individual, whether they be a member of the club or a member of the general public.

	Impact	Definition	Examples
0	Ignore	Some inconvenience but no significant restrictions on cycling, household or workplace tasks.	Blister or small cut

[1] https://fitforwork.org/blog/the-distinction-between-hazards-and-risks-in-occupational-health/#:~:text=A%20hazard%2C%20as%20defined%20by,workstation%20or%20strained%20office%20relationships.

1	Minor	Significant restrictions on cycling, household or workplace tasks, for up to 3 days	Cuts and minor concussion
2	Moderate	Significant restrictions on cycling, household or workplace tasks, for more than 3 days	Broken collarbone or broken limb which is expected to heal back to near-normal function
3	Major	Long-term damage	Loss of sight, loss of limb, significant loss of mobility, Covid-19 infection
4	Fatality	Fatality	Fatality

Likelihood

These are defined in terms of the likely occurrences per year of club rides. For reference, in 2019 our rides added up to 84,000 rider-miles, where rider-miles are calculated as the sum of (riders x miles) for all rides in the year.

Assessing the likelihood will be largely subjective, but in some cases it may be possible to base it on known figures, e.g., number of people in our geographical area with Coronavirus, combined with the government-estimated transmission rate or death rate.

	Level	Definition
0	Insignificant	One every 30 years or more
1	Rare	One every 10 to 29 years
2	Possible	One every 5 to 9 years
3	Probable	One every 1 to 4 years
4	Highly likely	At least one every year

Risk Severity: Green/Amber/Red

To determine what action must be taken on each risk, we use a Green/Amber/Red rating. The numerical risk severity is calculated simply by multiplying the numerical **Impact** by the numerical **Likelihood**.

If the result is greater than 8, the risk is Red.

If the result is between 4 and 8, the risk is Amber.

If the result is less than 4, the risk is Green.

For instance, a risk with a Likelihood of 3 and an Impact of 4 has a numerical severity of (3x4)=12, which makes it a Red risk. The table below shows the rule in graphic form.

			IMPACT			
			1 Minor	2 Moderate	3 Major	4 Fatality
LIKELIHOOD	1	Rare	1	2	3	4
	2	Possible	2	4	6	8
	3	Probable	3	6	9	12
	4	Highly likely	4	8	12	16

Actions to take against each risk: Risk Appetite

It is not possible to mitigate all risks, and to attempt to do so would compromise the other objectives of the organisation, e.g., to provide simple enjoyment to riders and to not put excessive burden on the (unpaid) officers of the club. The appetite of the organisation for risks can be defined as the action which should be taken against each severity level, where severity levels are defined above.

We therefore define the actions required of the club against each severity level as follows:

	Action
Green	Monitor the risk by reviewing its definition, impact and likelihood at least once per quarter among the committee members.
Amber	Within one month of the risk being identified as Amber or rising to Amber status, committee members must agree mitigation actions, actionees and target dates. At each committee meeting, incomplete mitigation actions must be reviewed and escalated.
Red	Within one week of the risk being identified as Red or rising to Red status, committee members must agree mitigation actions, actionees and target dates. NB: actions may include suspending some or all rides. At each committee meeting, committee members must review the currently-red risks and their mitigation actions. They must address any incomplete mitigation actions.

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