**Cycle Training Combined Risk Assessment**

# Introduction

This document sets out the risk assessment for cycle training activities and covers the risks to instructors, riders and members of the public for all types of training. For each risk identified there is a judgment on the level of risk and a set of control measures. Our risk assessment is reviewed at least annually. It is made available to all involved and cycle trainers are made aware of its contents.

General measures to be taken to reduce risk are set out, although this list should not be viewed as exhaustive and specific measures should be put in place targeted at specific risks identified in the specific risk assessment developed in accordance with this general statement on the overall risks of cycle training.

All risks undertaken during ‘on road’ training and supervised trips are taken in the belief that they will decrease future risks to riders and provide realistic and relevant experience.

# Definition of likely hazards

It should be noted that all generic risks and hazards have the potential to injure trainers, riders or members of the public. Instructors and riders are jointly referred to as riders.

* Both trainers and riders will be exposed to the potential for collision with vehicles using the roads they train on. In addition, the riders might collide with each other or with other objects
* Riders might fall from, or get something caught in the moving parts of their cycles. Riders might also fall while walking with their cycle, or be injured whilst getting on or off, or when not on their cycle
* A child could be lost or abducted
* A rider or instructor could be verbally or physically assaulted by another rider, instructor or member of the public

# Risks while riding

1. Exposure to the weather may affect riders’ health.

The risk of causing any serious health problem is very low.

* + For courses in winter, the pre-course information should advise riders to wrap up warm. For courses in summer it should advise them to consider wearing sun block, and to bring water.
  + In warmer months, instructors should be aware of the risk of high levels of pollen, dehydration and over exposure to the sun, and plan or adapt routes and activities accordlingly

1. A rider’s bike may undergo mechanical failure, leading to the rider losing control.

Providing that the bikes are thoroughly checked before riding, the risk is very low.

* + Riders are given information on bike maintenance prior to training and clearly advised that they will not be allowed to use a bike that is not roadworthy.
  + Instructors receive training in how to check bikes for roadworthiness.
  + Instructors check riders’ bikes before training.
  + Instructors should make sure their own bike is roadworthy.

1. A rider may fall off a bike of their own accord.

For new riders, the risk is high. For all other riders, the risk is very low. The risk increases significantly if riders’ cycles are the wrong size for them.

* + Clothing catching in wheels/pedals can contribute to this risk – instructors are to check clothing before the session begins, loose clothing should be secured with accessories or tucked in
  + Riders whose cycles are significantly under or over-sized are not allowed to join in training on their own cycle. The instructors will attempt to make alternative arrangements so the rider can join the training
  + Instructors elicit from the riders the hazards that they can identify
  + Complete beginner riders are taught on a maximum one-to-three ratio
  + Riders are taught how to walk with their cycle to become familiar with how to steer and using the brakes to stop, before moving onto being on the cycle
  + Training is progressive. Riders are given the opportunity to consolidate their skills before being challenged. Each new exercise builds on the skills learned in previous exercises

1. Two riders may collide.

For new riders, the risk is high. For all other riders, the risk is very low.

* + Correct riding position, steering and stopping quickly are taught at an early stage
  + During off-road drills instructors pay attention to the spacing of riders, reminding them that they must always be able to stop before hitting the person in front
  + Snaking is practiced off road, before the riders are taken on road
  + When running mass rides the ride is kept at low speed, and where there is a large number of riders, instructors pay attention to the behaviour of riders within the mass, particularly their speed

1. A rider may collide with a pedestrian.

This is when sharing an off-road area with pedestrians, as they may wander into the path of a rider without looking

* + Instructors are aware of, and make riders aware of, this possibility. Unaware pedestrians are one of the hazards that riders are taught to be aware of and to avoid.
  + Instructors keep riders in sight and can warn them if necessary.
  + Instructors make sure that riders give way to pedestrians when off road.
  + When on road, the riding style we teach is the style that minimises the possibility of such a collision.

1. A rider may collide with another road user.

Providing that riders are progressed gradually and not put in situations that are too difficult for them, the risk of this is very low. Factors that control this risk are:

* + All instructors have completed the 4 day Level 2 Award in Instructing Cycle Training. This includes being able to ride to Roles 1-4 of the National Standard for Cycle Training. We require instructors to have enough confidence to both ride safely and to look after riders at the same time
  + Instructors are trained in safe, effective riding techniques, how to teach them, and how to manage riders. The style of riding we teach is the style that minimises this risk.
  + Instructors keep riders close and in view so they are able to intercede where necessary to keep riders safe.
  + Instructors position themselves at the point of greatest hazard when observing trainees riding independently on road
  + Riders are introduced to road riding gradually, first on quiet roads and then on busier ones. They are taught incrementally, so that at any one time their ability or confidence is not overstretched. Note that instructors cab safely move riders through almost location, providing the riders have a minimum level of control and that the instructor rides protectively as described in section 2(w) Positioning for pairs and groups or, if in a group, that the group is managed as described in section 3(b) Running group rides.
  + Avoid arranging work for instructors that would involve them rushing between jobs, so there is no pressure on them to cycle faster than is safe

# Risks during bike maintenance

1. Injury due to incorrect use of tools

If riders do not know how to use tools correctly there is a medium risk of hurting themselves or others and a high risk of them damaging the bicycles. Children may treat tools as toys if they are not supervised properly.

* + Instructors supervise riders as they carry out maintenance tasks.
  + Instructors keep tools in a bag or container, only give riders tools as they are needed, and get them back afterwards.
  + Instructors are advised to exercise extreme caution when taking knives/blades or tools that could be used as such into sessions as part of their tool kit. A knife/blade is used only when there is no other possible tool to carry out a task effectively. Knives/blades are kept apart from the tools that are made available to riders so that there is no possibility of them being lost or stolen. Knives and blades are not to be taken into schools.

1. Injury due to incorrect use of chemicals

Chemicals used during bike maintenance may pose a health threat. The risk of this is medium to high. Certain chemicals, notably white spirit or methylated spirit, can be harmful if they are swallowed or make contact with eyes, or their fumes are inhaled. Oil in an aerosol spray has a higher chance of being inhaled.

* + Instructors must not use methylated spirits, white spirit or other spirit solvents.
  + Instructors are advised and encouraged to use environmentally friendly alternatives rather than standard chemicals at all times.
  + Where oil spray is used, the instructor must first check that the area is suitably ventilated i.e. windows and/or doors open.
  + Hazardous chemicals must not be stores in unmarked containers.

# General precautions taken to reduce and manage risk

* Instructors will provide information at the start of the session of what the law says about wearing a helmet and how clothing can increase visibility to other road users
* All riders will be assessed to ascertain their cycle control ability prior to being allowed ‘on road’.
* Their cycles will also be examined for safety purposes.
* When training on the road the instructor: rider ratio will be no more than 1: 6 and riders will be under supervision at all times.
* Training will be conducted in a number of pre-risk assessed areas. These will be reviewed prior to each session and may if necessary be added to or amended as necessary.
* Instructors will carry out dynamic risk assessments throughout the session
* All instructors and mechanics have enhanced DBS with Child Barred List checks and have completed appropriate assessment if necessary
* All instructors and mechanics have completed First Aid and Child Protection training.
* All instructors and mechanics carry simple first aid kits
* All instructors and mechanics carry mobile phones and emergency contact numbers
* Instructors are trained not to respond inappropriately to any abuse or provocation from members of public to minimise the chance of any escalation.
* Any activities with specific risks will be assessed and appended to this document.

# Pre-Training Check List:

(Training location name)

# Start Date

|  |  |
| --- | --- |
| **Off Road Area** |  |
| Secure? | **Yes/ No** |
| Risk Assessment Completed? | **Yes/ No** |
| Location of **toilets/ water/ phone/ office** checked? | **Yes / No** |
| Who else is using it / has access to it? |  |

|  |  |
| --- | --- |
| Any hazards / issues? |  |
| If not suitable why: |  |

**Riders**

|  |  |
| --- | --- |
| **Please note any issues with:** |  |
| Consent Forms Collected? | Yes/ No |
| Helmets Checked? | Yes/ No |
| Bikes and fitting checked  Will any need re Checking before next session? | Yes/ No |
| Any behavioural or other issues? |  |

|  |  |
| --- | --- |
| **To be filled in after the Control skills session** |  |
| On Road Risk Assessment Completed? | **Yes/ No** |
| Has the whole group completed level 1?  If the answer is ‘NO’ please comment below | Yes/ No |
| Any Special notes to add on group behaviors, location, ability or concentration levels etc?  Discussed with your support instructor? | Yes/ No |

**OFF-ROAD SITE SPECIFIC RISK ASSESSMENT**

**Course start date**

**Name of training location Area used at location**

**The Instructor completing this Risk Assessment (RA) must also fill in all sections of the Trainee Tracking Sheet. RAs and Trainee Tracking Sheets are to be kept and sent to Cycle Confident termly or upon request.**

RA undertaken by Date

Co-instructor signature confirming RA done before area used Date

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| HAZARD | EFFECT/RISK TO WHOM | RISK - NO CONTROLS  Severity Likel’d Result | MINIMISE RISK BY | RESIDUAL RISK  Severity Likel’d Result |
|  |  |  |  |  |

The risks are calculated upon the definitions below:

Severity of Consequence (‘possible bad outcome’, rather than ‘worst that could ever happen’)

1. Property Damage
2. Incident leading to slight shock
3. injury treatable on site
4. injury requiring hospitalisation
5. death

Likelihood

1. Very unlikely to ever happen
2. remote possibility
3. possible
4. likely
5. regular occurrence

Multiplying severity by likelihood after control measures have been put in place should result in a score of no more than 12. Example Hazards and Potential Control Measures are shown below. This is not an exhaustive list.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| HAZARD | EFFECT/RISK TO  WHOM | RISK - NO CONTROLS  Severity Likel’d Result | MINIMISE RISK BY | RESIDUAL RISK  Severity Likel’d Result | | |
| Small training area | Injury to Pupils,  Instructors from fall or collision | 4 3 12 | * Controlling speed * Reducing numbers taking   part in each exercise / game. | 3 |  | 2 6 |
| Other activities in or near space | Injury to pupils / instructors / others | 4 3 12 | - Stopping one activity  -Maintaining and managing a  safe distance between activities | 4 | 2 | 8 |
| Loose surface, e.g. gravel | Injury to pupils, instructors from skids and falls | 4 3 12 | * Removing loose material * Ensuring the area is avoided * Drawing attention to it and   giving advice on controlled riding | 4 | 1 | 4 |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Slippery surface, e.g. ice | Injury to pupils,  instructors from skids and falls | 4 3 12 | * Avoiding use of specific area * Dispel slipperiness | 4 1 4 |
| Obstructions | Injury to pupil from collision | 4 3 12 | * Remove if loose * Work away from area with immovable obstruction * Ensure pupils are aware of and keep a reasonable   distance from immovable obstructions | 4 2 8 |
| Slopes | Injury to pupils from collision or falling off | 4 3 12 | - Do drills in a direction that reduces risk from the slope | 3 2 6 |
| Door or Gateways to the training area | Injury to pupils, instructors, other people from collision | 4 3 12 | * Position riders and drills away from doors/gateways * Position instructors to monitor doors/gateways * Advise other building users that cycle training happening | 4 1 4 |
| Steps or stairs that bikes need to be taken up / down | Injury to Pupils / Instructors / others  if people or bikes fall | 5 3 15 | * Use an alternative entrance/exit if practical. * Advise other people to stay away * Carry pupils’ bikes up/down the steps, or instruct and manage the pupils if judged able to lift bikes up/down steps   themselves. | 5 2 10 |
| Constrained storage space resulting in injury from lifting or tripping over bikes | Injury to pupils / instructors | 3 3 9 | * Seek alternative or additional storage space. * Instructors move bikes or   control who can get bikes out or put them away and when | 2 2 4 |

**On Road Bikeability Course Survey and Risk Assessment**

|  |  |
| --- | --- |
| **Course ref:** | **Dates:** |
| **School:** | **Postcode:** |
| **Completed by:** | **Weather forecast:** |

**On Road Risk Assessment:**

|  |  |  |
| --- | --- | --- |
| **Drill** | **Description of the type of roads ideally sought for the Drill** All roads should be two- way with one lane in each direction | **Names of Roads to use & fall back option, Note any significant differences from ideal and control measures used** |
| **2.2 – 2.5 ‘Start and finish a Journey’** | Quiet Residential road, light traffic; requiring primary position.  Preferably clear of parked cars, but if not, with a run of parked cars. Lane wide enough that oncoming cars don’t straddle into pupil’s lane, but not so wide that drivers from behind can overtake without using the oncoming lane;  Clear line of sight up and down the road;  No junctions near start/end or to pass while riding. |  |
| **2.6 – 2.7 Understand where to ride on roads being used, and pass parked or slower moving vehicles** | Quiet residential road, light traffic,  Wide enough to cycle in secondary position, but with parked vehicles(s) to then pass requiring changing road position.  (If suitable roads this may be combined with ‘Passing a side road’ drill.) |  |
| **2.8 ‘Passing a side road’** | Residential road, quite light traffic;  T Junction with clearly marked ‘Give way lines’. Parked Cars to both sides of the Junction Clear line of sight up and down the road; |  |

|  |  |  |
| --- | --- | --- |
| **2.12, 2.10, 2.9: ‘Junction Turns 1’**  (Right turn from Minor to Major, U Turn, Left turn Major to Minor) | T Junction with clearly marked ‘Give way lines’; Parked Cars to both sides of the Junction;  Both roads have some traffic;  Major road has enough width for trainees to make a U-turn smoothly.  Minor road may be narrow enough to require  negotiation with oncoming vehicles straddling the centre line. |  |
| **2.13, 2.11: ‘Junction Turns 2’**  (Right turn from Major to Minor, Left turn Minor to Major) | Slightly busier junction than before.  Major road has room for a vehicle to pass on the left side of a cyclist waiting towards the middle of the road to turn right. |  |
|  | **Non compulsory outcomes** |  |
| Going through pinch point | Fairly quiet road with pinch point (e.g. pedestrian refuge) |  |
| Road narrow enough that the cyclist needs to deal with oncoming traffic straddling into their lane (if  not already experienced in a drill above) | Quiet road with parked cars either side; narrow lanes. |  |
| 2.17: ‘Cross Roads’ | Crossing from minor road to minor road over a major road. Quite light traffic |  |
| 2.18: ‘Mini Roundabouts’ | Single lane approach and exit; single lane around  roundabout; light traffic. |  |
| 2.16 Decide if Cycling Infrastructure can help | Local infrastructure, eg cycle lane; shared path |  |

**Note locations on routes to / from drill sites that may require actions, e.g. dismounting and walking to reduce risk to acceptable level:**

|  |
| --- |
| **1.** |
| **2.** |
| **3.** |
| **4.** |