

Cycle Training Combined Risk Assessment

Introduction

This document sets out the risk assessment for cycle training activities and covers the risks to instructors, trainees 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 trainees 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, trainees or members of the public. Instructors and trainees are jointly referred to as riders.

- Both trainers and trainees will be exposed to the potential for collision with vehicles using the roads they train on. In addition the trainees might collide with each other or with other objects.
- Trainees might fall from, or get something caught in the moving parts of their bicycles. Trainees might also fall while walking with their bicycle, or be injured when not on their cycle.
- A child could be lost or abducted.
- A trainee or instructor is assaulted by another trainee, 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 trainees to wrap up warm. For courses in summer it should advise them to consider wearing sun block, and to bring water.

2. 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.

- Trainees 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 trainees' bikes before training.
- Instructors should make sure their own bike is roadworthy.

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

For complete beginners, the risk is high. For all other riders, the risk is very low. The risk increases significantly if riders' bikes 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, trousers should be tucked in/cycle clips used where necessary.
- Trainees whose bikes are significantly under or over-sized are not allowed to join in training.
- Complete beginner cyclists are taught on a one-to-one basis and kept in close proximity so they can be supported as they learn to balance.
- Priority is given to teaching a rider how to stop, as mastering this virtually eradicates falls.
- Trainees are taught incrementally so that at any one point their ability is not pushed so far that they are likely to lose control. The bikeability training programme is incremental in that each new exercise builds on the skills learned in previous exercises.

4. Two riders may collide.

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

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

5. A rider may collide with a pedestrian.

This is only a significant risk 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 trainees aware of, this possibility. Unaware pedestrians are one of the hazards that trainees are taught to be aware of and to avoid.
- Instructors keep trainees in sight and can warn them if necessary.

- Instructors make sure that trainees 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.

6. A rider may collide with another road user.

Providing that trainees 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:

- To increase the likelihood of riders being seen by other road users wearing of fluorescent jackets is compulsory.
- To reduce the likelihood of head injuries cycle helmets are compulsory for all children trainees, and recommended to all trainees.
- We take on instructors who have lots of experience of on-road cycling and have enough confidence to both ride safely and to look after trainees at the same time.
- Instructors are trained in safe, effective riding techniques, how to teach them, and how to manage trainees. The style of riding we teach is the style that minimises this risk.
- Instructors keep trainees close and in view so they are able to intercede where necessary to keep trainees safe.
- Trainees 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 can safely move trainees through almost any location, providing the trainees 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 trainees 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 trainees as they carry out maintenance tasks.
- Instructors keep tools in a bag or container, only give trainees 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 trainees so that there is no possibility of them being lost or stolen.

2. 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 stored in unmarked containers.

General precautions taken to reduce and manage risk

- High visibility tabards or waist coats will be issued to all trainers and trainees and these will be worn by both trainers and trainees while on their bicycles.
- Cycle helmets will be worn by all children and trainers teaching children. Adults will be encouraged to wear helmets when they have them and required to sign a disclaimer if they choose not to.
- All trainees will be tested 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: trainee ratio will be no more than 1: 6 and trainees 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.
- All trainers have CRB checks and have received First Aid and Child Protection training.
- All trainers carry simple first aid kits
- All instructors carry mobile phones and emergency contact numbers
- Instructors are trained not to respond inappropriately to any abuse from other road users so as to defuse the possibility of road rage.
- 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:	

Trainees

Please note any issues with:	
Consent Forms Collected?	Yes/ No
Helmets Checked?	Yes/ No
Bikes and fitting checked	Yes/ No
Will any need re Checking before next session?	
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

Have you decided who'll be in which pairs / small groups for on road training?	Yes/ No
--	---------