

# BIKEABILITY MILTON KEYNES

## 2B.2 – GENERIC CYCLE TRAINING RISK ASSESSMENT

### INTRODUCTION

This section sets out a 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 judgement on the level of risk and a set of control measures.

The risk assessment should be reviewed at least annually. It will be made available to all involved and cycle trainers will be 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 instructors, riders or members of the public. Instructors and participants are jointly referred to as riders.

- Riders will be exposed to the potential for collision with vehicles using the roads they train on. In addition, riders might collide with each other or with other objects.
- Riders might fall from or get something caught in the moving parts of their bicycles, or they might fall while walking with their bicycle, or be injured when not on their cycle.
- A child could be lost or abducted.
- A rider could be 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.

- Pre-course information advises parents and riders to wrap up warm if it's cold and when it's warm, to consider wearing sun block and to bring water.
- The weather forecast is checked prior to training so that instructors know what to expect.
- Sessions are supervised by qualified and experienced instructors.

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.

- 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 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 visually check clothing before the session begins, trousers should be tucked in/cycle clips used where necessary.
- Riders whose bikes are significantly under or over-sized are not allowed to join in training.
- Complete beginners are taught on a one-to-one basis during Bikeability Learn to Ride.
- Priority is given to teaching a rider how to stop, as mastering this virtually eradicates falls.
- Riders are taught incrementally so that at any one point their ability is not pushed so far that they are likely to lose control.
- Supervised sessions led by trained and experienced instructors who are first aid trained

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. Complete beginners will be taught how to start and stop correctly and how to control the bike. Mastering this virtually eradicates collisions. During off-road drills instructors pay attention to the spacing of riders, reminding them to keep a gap between the rider in front so that they are always able to stop before colliding with the person in front.
- Routes are risk assessed and chosen for their suitability for the training, i.e., quiet roads for first time road riders.
- Sessions are led and supervised by trained experienced instructors who are first aid trained.
- Training sessions will be run at a maximum ratio of 1:6 or 2:12, reducing the number of riders reduces the risk of collision.

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 riders aware of this possibility.
- Training sessions include Redway training, including the Redway Code, which covers the code of conduct on Milton Keynes network of shared use paths. This is taught early in the training session.

- Unaware pedestrians are one of the hazards that riders are taught to be aware of and collisions can be avoided by slowing down, making themselves noticed by ringing their bell, eye contact, calling out politely.
- Instructors keep riders in sight and can warn them and others if necessary.
- Instructors make sure that riders give way to pedestrians when off road.
- When on road, the riding style taught minimises the possibility of such a collision – riders are taught to be aware of any potential hazards on or off road and to always be in control of the bike.
- Instructors risk assess training locations prior to the start of training and continually risk assess during training. Instructors may decide at any time to change the training location if they feel that it is no longer suitable.

#### 6. A rider may collide with another road user.

Providing 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:

- To increase the likelihood of riders being seen by other road users we encourage the wearing of fluorescent jackets or brightly coloured clothing; for children it is mandatory.
- To reduce the likelihood of head injuries cycle helmets are strongly recommended for all trainees. For children, it is mandatory.
- Instructors are qualified Bikeability Instructors with lots of experience of on-road cycling and have enough confidence to both ride safely and to cycle protectively to look after other riders at the same time.
- Instructors are trained in safe, effective riding techniques, how to teach them, and how to manage other riders. The style of riding taught is the style that minimises this risk.
- Instructors keep riders close and in view so they are able to intercede where necessary to keep the group safe.
- 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. Instructors can safely move riders through almost any location, providing riders have a minimum level of control and that the instructor rides protectively.
- We 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.
- Instructors risk assess training locations prior to the start of training and continually risk assess during training. Instructors may decide at any time to change the training location if they feel that it is no longer suitable.
- Lead Instructors are first aid trained.

#### 7. Medical conditions

The risk is very low providing all riders, or those responsible for participants, including Bikeability Instructors, have declared medical conditions before training and adequate procedures and controls are in place.

- Medical and behavioural conditions are sought on the consent form, which is given to all riders, or those responsible for the riders i.e. parents / carers.
- A secondary check is always carried out verbally, instructor to teacher, and to the group of riders to check whether anyone on the course has any medical conditions that have not been declared which the instructor should be aware.

- Teachers and staff are provided with information and training relating to individual children's medical conditions and will be expected to accompany the child on the training course if necessary.
- All instructors are familiar with the emergency procedure.
- Guidance regarding tonic clonic seizures has been distributed to all staff.

## **RISKS DURING BIKE MAINTENANCE**

### **1. Injury due to incorrect use of tools**

If participants 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 participants as they carry out maintenance tasks.
- Instructors keep tools in a bag or container, only give participants tools as they are needed, and get them back afterwards.
- All tools will be cleansed before and after training and are not to be shared between trainees.
- 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 participants 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.
- Hazardous chemicals must not be stored in unmarked containers.

## **GENERAL PRECAUTIONS TAKEN TO REDUCE AND MANAGE RISK**

At the start of the training session, all riders should be issued with high visibility tabbards, which must be worn by instructors and riders for the duration of the training course and collected by the instructor at the end of the session.

- Wearing cycle helmets is mandatory on all MK Bikeability Cycle Training Courses. Riders must have a helmet that fits and is not damaged. If a rider arrives without a helmet or if the helmet is deemed unsafe by the instructor, they may not be able to participate. Full face helmets or helmets covering the ears or eyes are not permitted. Riders may be available to

borrow a helmet from the instructor. Adults may be able to participate if they do not wear a cycle helmet, but it will be at the discretion of the instructor and the rider must sign a disclaimer. Children under the age 16 will not be permitted on a course unless they wear a cycle helmet.

- All riders will be tested to ascertain their cycle control ability in an off-road environment prior to being allowed 'on road'.
- Riders bikes will be checked for safety purposes.
- When training on the road the instructor: rider ratio for children in schools will be no more than 2: 12 and riders will always be under supervision.
- Training will be conducted in a number of 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 enhanced DBS checks
- At least one of the trainers on each course will be First Aid trained.
- Lead Instructors carry simple first aid kits.
- All instructors carry mobile phones and emergency contact numbers
- Instructors will not respond inappropriately to any abuse from other road users. This will defuse the possibility of road rage.
- Any activities with specific risks will be assessed and appended to this document.