



Generic Risk Assessment for Cycle Training Activities 2020/2021

This section covers the risks to instructors, riders (participants) 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.

Part 1: Risk to health from infectious disease/ viral infection

The risk of infection is very real but can be minimised by control measure put in place before, during and after the course. These measure will focus on avoiding risk through material handling, number of contacts, time management, good hygiene and social distancing. Other measures such as PPE also play and important role.

Risk of infection through handling paperwork, bikes and equipment

Where possible all communication with school will be conducted via email including parent consent letters.

Instructors will only handle consents once and in an environment where hand washing is available.

During delivery, consents will be stored in a plastic envelope and only handled again if an incident occurs.

All award material will be placed in a sealed bag given to the school office which can be left for 72 hours before being given to students.

If touching a student's bike, to check for road worthiness, instructors must sanitise hands before and after as well as any area of the bike that the instructor has had contact with.

CTL administrators and school contact must agree practical arrangements for Bikeability visits such as where to meet pupils and store / access cycles, before training commences and these details must be passed to instructors in advance.

Riders (pupils) must leave their bikes in a school designated area – clearly left as separate morning and afternoon groups and not leant against / over each other to enable the owner to retrieve own bike without touching another. We suggest helmets are not left with bikes but taken into class and kept on student's desk at all time when not attending Bikeability.

All fleet bikes, helmets, maintenance equipment etc. to be sanitised before and after use. Handlers (Instructors and Participants) to wash hands with sanitiser or soap and water. Fleet bikes and helmets (Balance Bikes and L3 Bikes) will be sanitised and ideally left to rest for 30 – 60 minutes in daylight in between group sessions. Participants are advised to wear gloves.

During a pandemic no rider can share a friend's bike or helmet (tabard etc).

Risk of infection through person to person transmission

Instructors must not deliver training if they have Covid-19 symptoms, or have someone in their household who does.

Instructors must inform their Bikeability provider if they develop symptoms or test positive for Covid-19.

Instructors must follow the school's advice as communicated from CTL administrator's regarding what to do if a pupil becomes unwell during training.

Instructors must, if advised by a CTL administrator in advance, use the PPE specified by the school and should direct personal care for unwell pupils as specified.

Instructors must frequently wash their hands (or use alcohol based hand cleaner or sanitiser), clean their hands on arrival at the school, before and after eating, after sneezing and coughing, not touch their mouths, eyes and nose, use a tissue or elbow to cough or sneeze into and use bins for tissue waste, help children who have trouble cleaning their hands independently, incorporate regular hand cleaning into training sessions, clean all training equipment (including tabards if used) thoroughly at the end of each day (tabards will no longer be used for playground based sessions).

Instructors are not required to record pupils' temperatures at any time before, during or after training.

Instructors must register their arrival and departure with the school office.

Instructors must work semi independently of each other to avoid transmission and must not be in close contact or inside building together for more than 15 minutes (socialising must be limited).

Instructors are to only be responsible for their own group, never take care of two groups (unless there is an incident). No doubling up with a colleagues / groups to access training areas separately or for coaching / remain in sight should a colleague need your assistance.

Bikeability delivery will adhere to new guidance and course ratios when required (at present CTL are booking Level 1 at 1:12 max, Level 2 at 1:6 max, Level 3 at 1:3 max). Bikeability providers must confirm to schools when training cohorts are lower than their normal size (consistent with halving class sizes) when booking training – see CTL booking confirmation and CTL registers. Schools may provide a member of staff to accompany training.

Instructors must keep pupils at least two metres apart at all times during training.

January to March 2021 – all instructors must wear a face covering during outside delivery as well as inside school buildings.

Instructors must maintain at least two metres distance from riders at all times during training unless an accident, injury or illness occurs.

Schools must confirm to CTL office at the time of booking if instructors are required to use PPE during delivery and at least 1 week in advance what instructors should do if a pupil becomes unwell with symptoms of Covid-19 during training.

Schools must confirm to CTL office (on Register) if any clinically vulnerable children at higher risk of severe illness from Covid-19 are to be trained (before the training commences).

Schools must confirm to CTL office if any pupil registered for training is living with someone who is extremely clinically vulnerable, that they understand fully the stringent physical distancing requirements and are capable of following those instructors, before training commences.

Schools must inform CTL Director, Peter Jeffers, if someone at the school tests positive for Covid-19.

Part 2: Cycle Training Activities

School students (participants) are referred to as riders.

A. General risks

1. A rider or instructor is assaulted by another rider, instructor or member of the public

The risk of this is very low.

- Instructors take a Disclosure & Barring Service Check to make sure that they do not have a history of child abuse etc.
- Instructors do not enter riders' homes and remain in public places at all times when training. They work in close proximity to (in view of) other instructors.
- Instructors work with small groups of riders and are trained to manage the group to defuse any tensions.
- Instructors are trained not to respond inappropriately to any abuse from other road users so as to defuse the possibility of road rage.

B. 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 and verbal discussion with school should advise riders to wrap up appropriately, for example wear gloves. For courses in summer verbal and written information should advise them to consider hot weather, for example wear sunblock / bring water.
- Instructors are advised to consider the effects of the weather on riders, bearing in mind that most riders are less used to being outdoors than instructors.
- Instructors are advised to consider taking breaks, cutting training sessions short or changing the lessons **into a covered well ventilated maintenance session in extreme conditions. Social distancing must be maintained through out**

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 (www.cyclist-training.co.uk or www.bikeability.org.uk) 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. **If touching a student's bike, hands should be cleaned before and after as well as any area of the bike that the instructor has had contact with.**
- Instructors are given additional training on bike maintenance
- Instructors check riders' 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' bike is the wrong size for them.

- Riders 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 (2+ metres) 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.
- Any off-road training areas are assessed for the quality of their surface and any obstacles are carefully managed.
- If the rider needs assistance or first aid then full PPE must be worn before any first aid is administered.
- Riders are taught incrementally so that at any one point their ability is not pushed so far that they are likely to lose control. The 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 low as often taught at a low ratio and 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.
- During times where social distancing is in place, a distance of 2 metres should be kept between riders at all times, anyone who cannot keep to this must be removed from the course
- Snaking is practised off road, before the riders are taken on road. During periods of pandemic snaking will follow British Cycling Pandemic Guidelines.

Snaking/Shepherding (new section on Static Risk Assessment)

Please refer to "Training Notes 11: Moving Groups – Updated Re-issued April 2019"

Before the training takes place – a "Grouped Ride Route" should be pre-planned (shown on a map) and pre-ridden with hazards highlighted and discussed with other instructor (if working in pairs). As well as the route, the map should identify the hazard and the action plan to deal with that hazard.

- When running group 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.

Note Group Rides are not permitted by the Bikeability Trust during periods of time where the government are instructing advising social distancing is necessary.

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. Unaware pedestrians are one of the hazards that trainees 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.

6. 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:

- We employ instructors who have lots of experience of on-road cycling and 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 trainees 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. Note that instructors can safely move riders through almost any location, provided they have a minimum level of control and that the instructor rides protectively.
- 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.
- **During viral pandemics instructors will only work with one school per day and efforts will be made to keep contacts between different groups instructors to a minimum. Riders must not swap groups.**

7. Use of safety equipment

Using warning signs or making riders wear fluorescent tabards can produce unrealistic behaviour from other road users. It is preferable to teach a style of riding that emphasises good positioning for best visibility.

Fluorescent tabs should be only have a singular use in any day and should be stored in sealed bags and washed before any second use.

Wearing a crash helmet while cycling is a contentious issue and there are good reasons for and against. Here is a selection of those reasons:

- Helmets are known to reduce the severity of head injuries resulting from a direct low-speed blow to areas of the head, such as might result from a fall or glancing collision.
- The actual protection offered is much lower than is commonly thought. Helmets provide no protection for significant regions of the head nor any other part of the body, and do nothing to prevent damage due to torsional forces that usually cause more severe brain damage than concussive forces. Helmets increase the diameter of the head, making it more likely to be contacted and sent into a spin.
- During a fall or collision, leading to possible torsional brain damage and damage to the neck and spinal cord.
- Helmets can cause the wearer's head to overheat, especially in hot weather, leading to a reduction in concentration.
- Wearing a helmet can give the wearer undue confidence and affect their risk taking behaviour so as to make a fall or collision more likely. It is thought that drivers may also increase the risks they take with cyclists if they perceive them to be protected because of helmet use. Following the introduction of a mandatory helmet lay in the Australian

state of New South Wales, the rate of cycling head injuries reduces only slightly and the overall rate of cycling injuries increased.

- Wearing a helmet is recommended in the Highway Code, and not doing so may leave cyclist vulnerable to claims of contributory negligence if they are injured, although such claims failed in a recent notable case.
- The countries with the highest levels of cycle use and the lowest risks per kilometre cycled have chosen to create safer road conditions rather than promote the wearing of helmets. Any emphasis on the use of protective equipment for vulnerable road users necessarily detracts from all other road users' responsibility for their actions in preventing harm to vulnerable road users, as evidenced by claims of contributory negligence mentioned above.

Given the high level of disagreement on this issue, Cyclist Training Ltd endorses the policy of the European Cyclists Federation: 'ECF is not opposed to the wearing of bicycle helmets, but firmly believes that this should be a decision for each individual cyclist' and 'parents should be allowed to make an informed choice as to whether or not their child wears a helmet'. **Helmetts must not be shared amongst students or instructors**

If a rider's helmet needs to be adjusted by an instructor the instructor must wear gloves when doing so and dispose of these gloves immediately after the adjustment is complete.

Instructors are required to wear helmets.

Riders are strongly advised in advance of training courses to consider wearing helmets and are given advice on what to look for when buying one. Where riders choose to wear helmets, instructors **whilst remaining socially distant or taking appropriate precautions (single use gloves)** make sure that they are fitted correctly. Where this is not possible, the ill-fitting helmet is removed and **permission sought for the rider to continue without a helmet.**

Health and Safety law states that personal protective equipment should only be considered as a last resort where risks cannot be controlled in any other way, and if the risk of blows to the head were not controllable then it would be unacceptable for training to take place at all.

'The last thing the HSE wants you to wear is Personal Protective Equipment (PPE). PPE should always be regarded as a last resort to protect against risks to health and safety. There is a hierarchy of control measures and safe systems of work should always be considered first.

C. 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. Students may treat tools as toys if they are not supervised properly.

- Instructors supervise students as they carry out maintenance tasks.
- Instructors keep tools in a bag or container, only give pupils tools as they are needed, and get them back afterwards. **All tools are to be cleaned using a disinfectant spray, sanitiser wipe or hot soapy water before and after each single use and must not be shared between individuals.**

- Instructors are advised to exercise extreme caution when taking pointed tools that could be used as such into sessions as part of their tool kit. A pointed tool (screwdriver) is used only when there is no other possible tool to carry out a task effectively. Pointed tools are kept apart from the main kit which will be made available to pupils 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.

Reviews

Policy operational date: January 2012

Policy prepared by: Senior Instructor (Bikeability)

Date Approved by Directors: 4th January 2012

Policy Review Date: June 2013

Reviewed by: Projects Manager (June 2013)

Reviewed and amended with DBS details (November 2014) (PJ)

Reviewed By Peter Jeffers (June 2017) (PJ)

Reviewed by Peter Jeffers (March to May) 2019 Following alleged (later disproved) snaking incident/near miss incident involving instructor at Staffordshire University Academy

Reviewed by Peter Jeffers (June 2020) with alterations for Covid-19 and good practice in preventing the spread of infectious diseases

Reviewed by Sarah Jeffers (September 2020)

Reviewed by Sarah Jeffers (January 2021)