

HAZARD IDENTIFICATION AND ANALYSIS

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| Name of School: Alderman Knight | Date of Assessment: 1/12/10 |
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| MAIN HAZARDS | WHO MAY BE HARMED? |
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| Possible road traffic accident | Pupils, Instructors, Members of the public |
| Impact with something solid | Pupils, Instructors |
| Slips, trips and falls | Pupils, Instructors |
| Abduction | Pupils |
| Getting lost | Pupils, Instructors |
| Injury from bike itself | Pupils, Instructors, Members of the public |

| HAZARD | RISK RATING Without controls | CONTROL MEASURES | RISK RATING With controls |
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| Inexperienced pupils, maybe with low confidence and on road for the first time | Medium | <ul style="list-style-type: none"> ➤ Supervision by competent, trained and qualified instructors at ratio of 1:3. ➤ High visibility clothing worn by all pupils and Instructors. ➤ Instructors briefed on pupils' medical and special needs. ➤ Route to be used to be approved by Road Safety Unit, Police and School. ➤ Pupils aware of strict guidelines for behaviour and briefed to stop safely on the left should anything unexpected happen or they are unsure what they should do. | Low |
| Road traffic accident | Medium | <ul style="list-style-type: none"> ➤ Accident and emergency procedures known to Instructors. ➤ Instructor to assess pupils' basic cycle control before going out on to the highway. ➤ Instructors follow guidelines in Instructors' manual relating to the manoeuvres to be practised. | Low |
| Impact with something solid | Low | <ul style="list-style-type: none"> ➤ Instructor to inform pupils about any potential hazards (e.g, hazards on the pavement, skips in the road). | Low |
| Slips, trips and falls | Medium | <ul style="list-style-type: none"> ➤ Instructor to inform pupils about any potential hazards. ➤ Instructors aware of the possible effect of different weather conditions. ➤ Instructor to identify any change in surface or route prior to taking children out. (see ANY OTHER SPECIFIC HAZARD) | Low |
| Injury from bike itself | Medium | <ul style="list-style-type: none"> ➤ Guidelines for behaviour when with the bike standing / walking / pushing. ➤ No cycling allowed, unless instructed by Instructor. ➤ All bike checks observed by Instructors. ➤ All pupils when with their bikes are escorted by Instructors | Low |

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| Abduction | Low | ➤ Pupils to be in view of an Instructor at all times. | Low |
| Getting Lost | Low | ➤ Instructors briefed on routes. ➤ Pupils to be in view of an Instructor at all times. | Low |

| GENERAL ROAD HAZARDS WITHIN THE SPECIFIED AREA | |
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| Difficult/unusual/confusing junctions | Instructors must familiarise themselves with the area to be used before training begins. Identify any parts that are too challenging and avoid them. For other difficult sections ensure only pupils with adequate skills and confidence ride them and that they are briefed on the best approach. |
| Busy/fast roads | Ensure pupils are briefed before riding on these and understand how they affect decision making and manoeuvring. |
| Steep gradients | Make sure pupils are warned in advance and select appropriate gears and/or control their speed. |
| Kerbs/Bollards/Barriers | Brief pupils to adopt suitable road position that minimises risk of collision. |
| Rough/poor surfaces/traffic calming | Ensure pupils are warned in advance to reduce the risk of sudden braking or steering |
| Parked vehicles | Instructors to teach and the pupils to practice safe overtaking on a quiet section of road before they attempt junctions or more challenging sections. |
| Very wide or narrow junctions/carriageways | Instructors should emphasise the importance of good road position, ensure pupils understand priorities and use their own riding position to provide maximum protection where required. |
| Restricted views | Instructors to warn pupils to take extra care with observations and to take positions that maximise the available views. |
| Pedestrians | Instructors to warn pupils to take extra care where there are large numbers or they may be distracted. |




GENERAL NOTES

Risk assessment for use of cycle paths only

| ANY OTHER SPECIFIC HAZARD (see map) | ACTION TO BE TAKEN |
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| <p>1. No cycle path or light controlled crossing directly outside school entrance</p> | <p>Pupils should either be walked along the path to the Toucan outside Tewkesbury School or the Shannon Way lights to cross Ashchurch Road.</p> |
| <p>2. The cycle path on the south side of Ashchurch Road crosses a number of side road and access points then uses Knights Way for a section.</p> | <p>This will only be appropriate for pupils who have demonstrated sufficient awareness and braking control. Instructors will need to be ready to enforce give ways where appropriate. The use of Knights Way when heading west will effectively introduce two right turns and pupils should dismount and push across these.</p> |
| <p>3. Numerous bollards on Elmvil Road</p> | <p>Pupils will need to have adequate steering and braking control to avoid collisions or be walked through these.</p> |
| <p>4. Pedestrians, dog walkers etc. on old railway path</p> | <p>Instructors to make sure pupils understand which side to pass and the need to stop safely when instructed.</p> |
| <p>5. Cycle path crosses side road very close to the junction on Shannon Way</p> | <p>Pupils should dismount and push across.</p> |

Suggested Routes/Junctions for initial on road training (see map ). Instructors should train here until pupils have demonstrated sufficient skills and awareness to move on to more challenging roads and junctions within the specified area.

More Challenging Routes/Junctions for able pupils (see map ). Instructors to avoid or walk these sections with less able/inexperienced pupils and use them for left turns and other simple manoeuvres with the rest. Pupils who have demonstrated a sufficiently high level of ability may ride more demanding manoeuvres here as an extension activity during later sessions.

| INSTRUCTORS NOTES | |
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| Any changes or additional hazards | Control measures and further actions |
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| WHEN SHOULD THERE BE A REVIEW? | | |
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| ➤ Significant change to the environment | ➤ Following an accident | ➤ After a reasonable amount of time |

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| Name of School: Alderman Knight | Position: Cycling Co-ordinator |
| Prepared by: D MUIr | Date: 1/12/10 |

| TO BE COMPLETED BY THE <u>SCHOOL</u>- Risk assessment acceptable | |
|---|----------------|
| Signed: | School: |
| Name (please print): | Date: |

Please hand a signed copy of this Risk Assessment to the instructors on the first day of training or, if you have any queries, please contact Don Muir (Cycling Co-ordinator)- (01452) 425532, don.muir@gloucestershire.co.uk
The Road Safety Partnership, Environment Directorate, Gloucestershire County Council, Shire Hall, Gloucester. GL1 2TH

| TO BE COMPLETED BY <u>INSTRUCTORS</u>- please sign to say that you've read the Risk Assessment | | | | | |
|---|-----------------------------|-----------------------------|-----------------------------|-----------------------------|-----------------------------|
| Signed: | Date | Signed: | Date | Signed: | Date |
| Name (please print): | Name (please print): | Name (please print): | Name (please print): | Name (please print): | Name (please print): |

Instructors- Please return this part of the risk assessment with the register at the end of the training

