

### HAZARD IDENTIFICATION AND ANALYSIS

Name of School: St Thomas More	Date of Assessment: 19/2/14
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MAIN HAZARDS	WHO MAY BE HARMED?
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
Inexperienced pupils, maybe with low confidence and on road for the first time	Medium	<ul style="list-style-type: none"> <li>➤ Supervision by competent, trained and qualified instructors at ratio of 1:6 for Level 1, 1:3 for L2.</li> <li>➤ High visibility clothing worn by all pupils and Instructors.</li> <li>➤ Instructors briefed on pupils' medical and special needs.</li> <li>➤ Route to be used to be approved by Road Safety Unit, Police and School.</li> <li>➤ 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.</li> </ul>	Low
Road traffic accident	Medium	<ul style="list-style-type: none"> <li>➤ Accident and emergency procedures known to Instructors.</li> <li>➤ Instructor to assess pupils' basic cycle control before going out on to the highway.</li> <li>➤ Instructors follow guidelines in Instructors' manual relating to the manoeuvres to be practised.</li> </ul>	Low
Impact with something solid	Low	<ul style="list-style-type: none"> <li>➤ Instructor to inform pupils about any potential hazards (e.g, hazards on the pavement, skips in the road).</li> </ul>	Low
Slips, trips and falls	Medium	<ul style="list-style-type: none"> <li>➤ Instructor to inform pupils about any potential hazards.</li> <li>➤ Instructors aware of the possible effect of different weather conditions.</li> <li>➤ Instructor to identify any change in surface or route prior to taking children out. (see ANY OTHER SPECIFIC HAZARD)</li> </ul>	Low
Injury from bike itself	Medium	<ul style="list-style-type: none"> <li>➤ Guidelines for behaviour when with the bike standing / walking / pushing.</li> <li>➤ No cycling allowed, unless instructed by Instructor.</li> <li>➤ All bike checks observed by Instructors.</li> <li>➤ All pupils when with their bikes are escorted by Instructors</li> </ul>	Low

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


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

An area of residential roads although traffic off Princes Elizabeth way can be heavier. There are lots of mini roundabouts in the area but these can be bypassed using standard junctions and cycle paths for the early on road sessions. Lots of opportunities to share space on those cycle paths. There can be lots of parked vehicles on the quiet roads so instructors will need to select training site accordingly.

ANY OTHER SPECIFIC HAZARD (see map)	ACTION TO BE TAKEN
<p>1. <b>Junctions close together and not far from the Coronation Sq. junction</b></p>	<p>Instructors to discuss with pupils the potential effect on traffic movement and the need for extra care with observations and decisions.</p>
<p>2. <b>Mini roundabouts close to the school</b></p>	<p>Either plan routes to avoid these until pupils have demonstrated relevant manoeuvres at standard junctions or dismount and use footways through them.</p>
<p>3. <b>Lots of unmarked junctions with no clear priority on Camberwell Rd.</b></p>	<p>Instructors to discuss with pupils the need for extra care with observations and decisions here</p>
<p>4. <b>Princess Elizabeth Way can be very busy with larger vehicles. Varying priority for the cycle path across junctions, driveways</b></p>	<p>Using the cycle path is most appropriate for L2, Instructors to discuss with pupils the need to be aware of priorities at each crossing and to make eye contact with approaching drivers where they have priority</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

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

<b>Name of School: St Thomas More</b>	<b>Position: Cycling Co-ordinator</b>
<b>Prepared by: D Muir</b>	<b>Date: 18/2/14</b>

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

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) 888717, [don.muir@glosfire.gov.uk](mailto:don.muir@glosfire.gov.uk)  
 Road Safety Partneship, Gloucestershire Fire & Rescue Service HQ, Waterwells Drv, Quedgely Glos, GL2 2AX

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):	

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

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