



**HAZARD IDENTIFICATION AND ANALYSIS**

<b>Name of School:</b> <i>Gastrells School</i>	<b>Date of Assessment:</b> <i>06/09/2012</i>
--	--

<b>MAIN HAZARDS</b>	<b>WHO MAY BE HARMED?</b>
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

<b>HAZARD</b>	<b>RISK RATING Without controls</b>	<b>CONTROL MEASURES</b>	<b>RISK RATING With controls</b>
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 <span style="background-color: #d9ead3; border: 1px solid black; padding: 2px;"> </span>	
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**


There are several possible sites for training, one close to school but with a significant slope and others more level but further away. Instructors should assess the abilities of the pupils and the suitability of their bikes before deciding if the extra travelling time is justified. The slope on Kitesnest Lane affects all the junctions off it. Instructors should discuss with pupils the effects of this on braking and signalling on downhill approaches and gear selection and signalling for uphill approaches to junctions and turns. Access to the Chandos Road site is via the footpath opposite the school. This is quite narrow, particularly in summer with encroaching vegetation, quite steep and can be a bit slippery when damp so the weather conditions may influence the choice. Heather Close and Warwick Close could be used in combination but would need three instructors to keep pupils in view throughout.

ANY OTHER SPECIFIC HAZARD (see map)	ACTION TO BE TAKEN
<p><b>1. Single dashed lines at junction with no centre line Restricted view down Kitesnest Lane to left due to bend</b></p> <p><b>2. No road markings at junction restricted view down Kitesnest Lane to right due to bend</b></p> <p><b>3. Very wide splayed junction with faint road markings partially restricted views to left (brow of hill) and right (wall) parked cars on Kingscourt Lane</b></p>	<p>Instructors should discuss with pupils road position particularly relative to centre and kerb for turns instructors should discuss with pupils the implications of this for right turn and straight over and ways of managing it.</p> <p>Instructors should discuss with pupils road position particularly for giving way and relative to centre and kerb for turns and should discuss with pupils the implications of this for all manoeuvres and ways of managing it.</p> <p>Instructors should discuss with pupils road position particularly for giving way and relative to centre and kerb for turns and the implications of this for all manoeuvres and ways of managing it. Instructors to teach and practice safe overtaking on straight section of road before attempting turns.</p>



<p><b>4. Single dashed line at junction with no centre line Heather Close quite narrow with parked cars Restricted view to right due to bend</b></p>	<p>Instructors should discuss with pupils road position particularly relative to centre and kerb for turns.</p> <p>Instructors to teach and practice safe overtaking on straight section of road before attempting turns.</p> <p>Instructors should discuss with pupils the implications of this for all manoeuvres and ways of managing it. Instructor can get a good view by standing opposite junction.</p>
<p><b>5. Steep gradient</b></p>	<p>Fishers Way from Chandos Rd. Jct is a steep uphill gradient only students that have shown sufficient ability should use this route</p> <p>Instructors should discuss the correct use of gears and signalling and braking if used downhill</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

WHEN SHOULD THERE BE A REVIEW?		
➤ Significant change to the environment	➤ Following an accident	➤ After a reasonable amount of time

<b>Name of School: Gastrells</b>	<b>Position: Cycling Co-ordinator</b>
<b>Prepared by: D Muir</b>	<b>Date: 06/09/2012</b>

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](mailto: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

