

**HAZARD IDENTIFICATION AND ANALYSIS**

<b>Name of School: Bournside</b>	<b>Date of Assessment: 9.11.09</b>
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<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>
Road traffic accident	Medium	<ul style="list-style-type: none"> <li>➤ Supervision by competent, trained and qualified instructors at ratio of 1:2.</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.</li> <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: #d4edda; border: 1px solid #c3e6cb; 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.



ANY OTHER SPECIFIC HAZARD (see map)	ACTION TO BE TAKEN
<p>1 Busy traffic light controlled junction with multi lane approach which pupils may find confusing.</p>	<p>For most pupils the alternative light controlled crossings will be a more suitable option but instructors will need to ensure that pupils understand the need to press the buttons and wait at each separate crossing.</p>
<p>2 Wide give way junction which can have large volumes of traffic approaching in two lanes on the main road.</p>	<p>Less confident or able pupils should use the cycle lane on the pavement and instructors will need to discuss the need for careful observation and judgment of speed at this junction with the others.</p>
<p>3 Cycle lane rejoins Hatherly Road very close to the junction.</p>	<p>Cyclists using this option must make sure that there are no vehicles turning into this road at the same time.</p>
<p>4 A40 is a busy road that carries a lot of large vehicles and has bus lanes and two lane sections</p>	<p>There are cycle lane most of the way along the shared footway on the north which will be appropriate for pupils whose riding is slower or lacking confidence. Instructors should discuss with these pupils the observations required when crossing side roads and driveways</p>

**Suggested Routes**

**Level 2 / Day 1**

Warden Hill Rd, Loweswater Rd, Alma Rd, Gwernant Rd, Winchester Way, Canterbury Walk, Oxford Way, Salisbury Ave, Lincoln Ave, Farmfield Rd, St Michaels Rd, Woodlands Rd. Roundabouts at junction of Caernarvon Rd with Alma Rd and Warden Hill Rd.

**Level 2 & 3 / Day 2 (see map            )**

Left out of school Warden Hill Rd, right at roundabout Caernarvon Rd. Right at roundabout Alma Rd, left Winder-mere Rd, right Hatherley Rd  
 Left at double roundabout Shelburne rd, left onto cycle-path just before Lansdown Rd. Use toucan crossings into Church Rd, left Libertus Rd on into Tennyson Rd  
 Right at roundabout Brooklyn Rd, right at roundabout Alstone Lane. Over level crossing, straight on at lights St George's Rd  
 Left at lights Honeybourne Way and immediately left onto cycleway/footpath to access Honeybourne Line cycleway  
 Rejoin road going left into Queens Rd opposite rail station, over lights to Lansdown Rd. Use 2 crossing points here, one has proper cycle crossing with lights  
 Into Warden Hill Rd, left Hatherley Court Rd, right St Stephens Rd. Left at roundabout The Park, left Park Place, left at lights Suffolk Rd  
 On into Andover Rd. More able/confident cyclists can go left at Lansdown Rd junction, then left at lights Warden Hill Rd. Others to use off-road cycle-path on left  
 before the big junction and access Warden Hill Rd straight off cycle-path. Left at roundabout and left back into school

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

Name of School: Bournside  
 Prepared by: Don Muir

Date:  
 Position: Cycling Co-ordinator

Risk assessment acceptable	
<b>Signed:</b>	<b>School:</b>
<b>Name (please print):</b>	<b>Date:</b>

Please return a signed copy of this Risk Assessment to:      The Road Safety group, Environment Directorate, Gloucestershire County Council,  
 Shire Hall, Gloucester. GL1 2TH

If you have any queries, please contact Mary Roberts at the above address or telephone Gloucester (01452) 425556

For Road Safety Unit use only	
Copy sent to : .....Police Station	Date .....
Copy sent to ..... School	Date .....

Instructors, 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 risk assessment with the register at the end of the training

