



HAZARD IDENTIFICATION AND ANALYSIS

Name of School: Cheltenham Ladies College	Date of Assessment: 16.06.09
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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
Road traffic accident	Medium	<ul style="list-style-type: none"> ➤ Supervision by competent, trained and qualified instructors at ratio of 1:2. ➤ 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. ➤ 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



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.

ANY OTHER SPECIFIC HAZARD (see map)	ACTION TO BE TAKEN
<p>1 The Inner Ring Road- () One way and multi lane with numerous traffic lights.</p>	<p>This should only be used towards the end of Day 2 with pupils who have previously demonstrated a high level of awareness, a good understanding of traffic behaviour and an ability to plan ahead, select appropriate road positions and signal their intentions to other road users.</p>
<p>2 The Montpellier roundabout/Gordon Lamp and Westal Green sections of the A40 are busy, complicated and non-standard sets of junctions.</p>	<p>Use the various cycling facilities and Toucan crossings to avoid complicated manoeuvres here.</p>
<p>3 Racecourse roundabout can be very busy and has multi lane approaches, some of them with significant gradients.</p>	<p>This should only be used with pupils who have previously demonstrated that they can ride safely on quieter/simpler roundabouts.</p>
<p>4 Double mini roundabouts in Prestbury</p>	<p>As above</p>

Suggested Routes

Level 2 / Day 1

Malvern Rd., Honeybourne Path to the Prince of Wales Stadium

Tommy Taylors Lane, junctions off Hill Top Road and Paddock Lane.

Junctions off Albermarle Gate. Left at Evesham Rd. and junctions off Cleavelands Drive/Cleavelands Ave.

Swindon Lane, roundabouts at Tommy Taylors and Windyridge Road.

Folly Lane, St Pauls Road and junctions off (St Pauls), Clarence Road to traffic lights on Evesham Road. Return on Honeybourne Path

Level 2 & 3 / Day 2 (see map )

Honeybourne Path to Queens Road opposite the Station. Left, straight on at lights then, just before Lansdown Rd junction, join cycle path on left.

Cross Lansdown Rd using Toucans, turn left on cycle path to St. Stephens Rd. then walk across Andover Rd. Follow to lights, straight on into Suffolk Rd., next left into Suffolk Parade. Straight on into St. James Terrace (contra flow cycle lane) to Montpellier Terrace. Right to lights, right then left into Sandford Rd. then next left along College Rd. to lights. Straight on along Hewlett Rd, bear right at roundabout then 4th left into Pittville Circus Rd.

Straight on at roundabout, around Pittville Circus to next roundabout and right along Albert Rd. East Approach Drive, West Approach Drive, across Evesham Road. Albermarle Gate, left on Tommy Taylors Lane, right at Stadium. Return on Honeybourne Path.



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:

Prepared by:

Name (please print): Don Muir

Position: Cycling Co-ordinator

Date: 16.06.09

Risk assessment acceptable	
Signed:	School:
Name (please print):	Date:

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

