

**HAZARD IDENTIFICATION AND ANALYSIS**

<b>Name of School: Gloucester Academy</b>	<b>Date of Assessment: 5.10.09</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
1 Steep hill down, cyclists can get carried away and approach junction far too fast.	Instructors to warn pupils well in advance to control their speed and use observations and road position to minimize the need to signal.
2 This busy junction and may be too challenging for some pupils.	This can be avoided by using The Ash Path on left and cutting down to Pelican crossing,
3 Fast and wide approach road, cyclists often try to move across too early.	Instructors to discuss appropriate timing and road position with pupils in advance.

**Suggested Routes**

**Level 2 / Day 1**

Heron Way, Hawthorn Ave and all roads off it, Bittern Ave and all roads off it, Fieldfare. Roundabout at end of Heron Way is only suitable for the most able as it is very busy. Cyclists will need to cross over in Cotteswold Rd and then cross Painswick Rd to avoid roundabout at start.

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

Left Cotteswold Rd, left at roundabout Reservoir Rd, left Baneberry Rd, Right at mini-roundabout Norbury Ave Left at roundabout Matson Lane, right Painswick Rd, left Wheatway, Right at roundabout Abbeymead Ave. Straight on at all lights and roundabouts until left Coney Hill Rd, Option 1 - Left Ashgrove Ave on into Askwith Rd, left Painswick Rd, Right at mini-roundabout Cotteswold Rd, left into school, Option 2 - Left Hawthorn Ave, right Heron Way, right Painswick Rd Left at mini-roundabout Cotteswold Rd, left into school



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

Name of School: Gloucester Academy

Prepared by:

Name (please print): Don Muir

Position: Cycling Co-ordinator

Date: 5.10.09

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



