

HAZARD IDENTIFICATION AND ANALYSIS

Name of School: Chalford Hill	Date of Assessment: 06.10.09
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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
Inexperienced pupils, maybe with low confidence and on road for the first time	Medium	<ul style="list-style-type: none"> ➤ Supervision by competent, trained and qualified instructors at ratio of 1:3. ➤ 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 and briefed to stop safely on the left should anything unexpected happen or they are unsure what they should do. 	Low
Road traffic accident	Medium	<ul style="list-style-type: none"> ➤ 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>The whole area is on a hillside and will have slopes of various gradients.</p> <p>1 A complicated 5 way junction.</p> <p>2 Sharply angled junction on a steeper gradient.</p> <p>3 This whole section is narrow and steep in places with restricted views. The junction is another complicated 5 way situation without clear priorities.</p>	<p>Instructors will need to familiarise themselves with area and select roads with gradients appropriate to the abilities of the particular pupils and their bikes.</p> <p>Turns should only be attempted here by able and confident pupils who have previously demonstrated good understanding and observation on more straightforward junctions.</p> <p>Only suitable for pupils who have demonstrated that they can cope with gradients and maintain adequate control</p> <p>Although challenging these roads are quite typical of the area and will be a useful extension for pupils who have demonstrated adequate skills and confidence on more straightforward roads. Instructors will need to brief them in advance about how to anticipate potential hazards and negotiate with other road users.</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 on Day 3.

WHEN SHOULD THERE BE A REVIEW?	
<ul style="list-style-type: none"> ➤ Significant change to the environment ➤ Following an accident 	<ul style="list-style-type: none"> ➤ After a reasonable amount of time

Name of School: Chalford Hill
 Prepared by:
 Name (please print): Don Muir

Position: Cycling Co-ordinator
 Date: 06.10.09

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

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

If you have any queries, please contact Don Muir at the above address or telephone Gloucester (01452) 425532

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

