

**HAZARD IDENTIFICATION AND ANALYSIS**

<b>Name of School: Soudley</b>	<b>Date of Assessment: 06.01.15</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>
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 1:3.</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**

The only straightforward junction in the village is Lower Rd./Top Rd. The others all have some complication but between them is a reasonable progression for L2 pupils from the quiet cul de sac of Sutton Road to the crossroads. The challenges come from gradients and some narrow roads with limited step offs so instructors will need to assess pupils braking control and understanding of priorities and road position at the start of the on road training. The additional area up to Ruspidge is included for any particularly able pupils who may have exhausted all the options within the village.

ANY OTHER SPECIFIC HAZARD (see map)	ACTION TO BE TAKEN
<p><b>1. There is a significant slope down to the Sutton Rd/Littledean Rd junction</b> and a lesser slope from right down to left on the main road. Also no centre lines at the junction</p>	<p>Instructors to discuss with pupils the implications for braking and signalling when doing turns out and the importance of controlling approach speeds. Also discuss the importance of gear selection for turns in. Instructors should discuss road positioning with pupils particularly in relation to right turns.</p>
<p><b>2. Littledean Rd/Church Rd junction</b> is part of a crossroads and views to left and right are slightly restricted by bends.</p>	<p>Instructors should discuss with pupils the implications for traffic movements and the extra care and observations (looking and listening) required.</p>
<p><b>3. Ruspidge Rd</b> is national speed limit with a narrow bridge then a junction on a sharp bend. Further out it climbs gradually and has more bends restricting views.</p>	<p>Only to be ridden by pupils who have previously demonstrated adequate understanding, control and confidence in 30 mph area. Instructors to discuss with pupils the observations and road position required for each hazard.</p>
<p><b>4. Hudson Lane</b> has a steep gradient down to the junction</p>	<p>Instructors to discuss with pupils the implications for braking and signalling when doing turns out and the importance of controlling approach speeds. Also discuss the importance of gear selection for turns in.</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**

There is no mobile phone coverage in the village of Soudley.

**Control measures and further actions**

In the event of an incident and instructors are required to contact the school or Emergency Services there is a public phone opposite the White Horse Public House. Alternatively follow procedure's/guidelines as detailed in the Instructor Manual.

**WHEN SHOULD THERE BE A REVIEW?**

- Significant change to the environment
- Following an accident
- After a reasonable amount of time

**Name of School: Soudley**

**Position: Cycling Co-ordinator**

**Prepared by: D Muir**

**Date: 06/01/2015**

**TO BE COMPLETED BY THE SCHOOL- 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 INSTRUCTORS- please sign to say that you've read the Risk Assessment**

<b>Signed:</b>	<b>Date</b>	<b>Signed:</b>	<b>Date</b>	<b>Signed:</b>	<b>Date</b>
<b>Name (please print):</b>		<b>Name (please print):</b>		<b>Name (please print):</b>	

Instructors- Please return this part of the risk assessment with the register at the end of the training



