

HAZARD IDENTIFICATION AND ANALYSIS

Name of School: Birdlip School	Date of Assessment: 8/4/13
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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.





GENERAL NOTES

The location of the school means there are few junctions nearby suitable for training and 2 of those present particular challenges. It is recommended that pupils are given their initial training for left and right turns in one group of up to 6 with 2 instructors at the junction nearest the school then split into groups of 3 when they are ready to progress to the more challenging junctions and those further afield towards Brimpfield.

ANY OTHER SPECIFIC HAZARD (see map)	ACTION TO BE TAKEN
1. No footway and limited waiting areas on the left as you head out of the village.	Instructors to plan exercises to make best use of available safe step offs.
2. The junction is on a sharp bend so there is a very restricted view of oncoming traffic on the approach to the Major to Minor right turn.	Instructors to discuss with pupils the importance of getting into position to see if the road is clear before committing to the turn. Instructors should also position themselves to maximise their own view until the pupils have demonstrated sound and reliable judgement.
3. Narrow lane with no footway and limited waiting areas.	Instructors to plan exercises to make best use of available safe step offs. Avoid having groups waiting together here and get pupils to practice safe U turns on less challenging roads before riding here.
4. Narrow lane with no footway and limited waiting areas. Also a partially restricted view from the junction due to a bend.	Instructors to use gateway about 200m from the junction to begin and end manoeuvres. Discuss with pupils the extra care needed with observations for turns out from this junction.
5. Junction on sharp bend with a restricted view of oncoming traffic on the approach to the Major to Minor right turn. The layout could also lead cyclists to turn in too soon.	As for point 2 plus emphasise to pupils the importance of starting the turn from the correct position.
6. Busier road with no footway on the left going out of the village	Instructors to plan exercises to make best use of available step offs.
7. Significant gradients on both these lanes.	Instructors to assess pupils control up and down less challenging gradients before riding here and plan routes directions appropriately.
8. Sharp turn at junction with steeper gradients and poor surface.	Instructors to warn pupils to control speeds on approach and adjust road position through turns to avoid loose grit.



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.



INSTRUCTORS NOTES	
Any changes or additional hazards	Control measures and further actions

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

Name of School: Birdlip	Position: Cycling Co-ordinator
Prepared by: D Muir	Date: 8/4/13

TO BE COMPLETED BY THE <u>SCHOOL</u> - 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
The Road Safety Partnership, Environment Directorate, Gloucestershire County Council, Shire Hall, Gloucester. GL1 2TH

TO BE COMPLETED BY <u>INSTRUCTORS</u> - 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):	Name (please print):	Name (please print):	Name (please print):

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

