

HEALTH & SAFETY

RESPONSIBILITIES

The Thinktravel Co-ordinator, assisted by the Cycling Co-ordinator is responsible for the safe and efficient conduct of all training under the Cycle Training Scheme , Bikeability.

The Cycling Co-ordinator is responsible for the conduct of all approved instructors involved with the scheme supervised by the Thinktravel Co-ordinator.

We *all* have a duty to maintain high standards of Health & Safety on Bikeability cycle training courses & the implications of failing to do so are far-reaching & serious.

In order to fulfil your own duties in this respect **you must:**

THE PUPILS

- Assess cycle handling skills before taking cyclists on road
- Wear high visibility jackets when out on the road

THE INSTRUCTOR

Before you deliver training:

- Ensure that your NSI qualification is up to date with the necessary CPD
- Ensure that you have current First Aid qualification
- Familiarise yourself with **Thinktravel Bikeability** Safe Guarding, First Aid & Incident Reporting Procedures for the school and act on them as and when necessary
- Ensure that you have adequate instructor insurance either through GCC (for casual staff or IR35 workers) or your individual cover (self employed)
- Ensure that you have the correct level of car insurance for this type of work
- Disclose any personal defect or disability at the time of, or arising during the duration of their appointment that may impair their ability or safety in giving instruction.

On arrival at the school

- Ensure that the school has received parental consent for all children taking part in training on the road
- Ensure you have the school phone number
- Familiarise yourself with Safe Guarding, First Aid & Incident Reporting Procedures for the school and act on them as and when necessary
- Familiarise yourself with the name and contact details of the schools Designated Safe Guarding Lead and First Aid representative
- Communicate effectively with the school and with class teachers and teaching staff

At the start of training

- Identify from the outset any children who may have special needs & accommodate those needs if at all possible and in conjunction with the school
- Ensure that children comply with individual school policies on helmet use and any who arrive for training with cycle helmets do actually wear them

During training

- Wear high visibility jackets when out on the road and ensure that pupils do likewise
- Wear a cycle helmet when working on behalf of GCC
- Supervise all cyclists at all times
- Communicate effectively with other team members
- Ensure that all clothing worn is safe and appropriate
- Follow guidelines for training as outlined in the Bikeability Delivery Guide
- Ensure appropriate safety precautions when on the highway for instructors or pupils are taken when demonstrating or practising relevant skills.

After training

- Ensure that you liaise with the school and with the Thinktravel team over any child whose behaviour is disruptive. Take action to exclude that child from further training *if appropriate*
- Maintain a register of attendance & a record of progress

THE BICYCLES

- Carry out cycle checks before training commences & complete cycle check referral forms identifying faults where necessary
- Only carry out adjustments to cycles **or** repairs that you are qualified and insured to do where they will not disrupt training time
- Ensure that any child whose cycle has a serious fault (e.g. defective brakes) is not allowed to continue with training until/unless the fault is rectified or a suitable alternative cycle found
- Ensure that children do not borrow cycles without the permission of the owner
- Ensure that instructors do not borrow cycles for training purposes
- Ensure that your own cycle is roadworthy

THE SITE

- Familiarize yourself with any site specific risk assessment prior to commencing training at a site & take any control measures highlighted
- Conduct ongoing dynamic risk assessments (see below)
- Maintain appropriate specified instructor: pupil ratios for the level you are delivering with reference to the Bikeability Deliver Guide May 2019.

Risk Assessment

Risk assessment refers to the following:

- Identification of hazards
- Identification of who might be at risk
- Evaluation of the level of risk involved & the consequences of that risk being realized
- Identification of any control measures that might be taken in order to reduce the level of risk to an acceptable level

- Implementation of control measures

A **hazard** is something that might cause harm

The **risk** is the likelihood that such harm might be caused in given circumstances

Control measures are the steps taken to reduce the level of risk

A Generic Risk Assessment outlines the hazards, risks & control measures to be taken in respect of all on-road cycle training. A copy is included with these notes.

Site Specific Risk Assessments are available for every school training site that has had Bikeability training. These identify hazards, risks & control measures to be taken that are specific to the site in question. You must ensure that you have seen a copy of the risk assessment for any on-road training site that you are using. For schools booking training for the first time a new risk assessment will need to be written.

Dynamic Risk Assessment allows for the identification of any additional hazard that may be present as a result of unforeseen events (for example road works) or conditions (for example ice), the assessment of any resulting risk (for example low risk but with serious consequences) & the identification of any control measures which may be necessary (for example a change in the training site or abandonment of training). This process is *your* responsibility each time you turn up at a training site

Incident (or Accident) Procedures

For our purposes, an **incident** might include situations where there have been complaints from members of the public whilst you were training or where trainees or instructors have behaved in a manner that you consider might have been likely to cause harm (to themselves, to another or to property) or complaint to be made.

For our purposes, an **accident** is an event at the training site which has resulted in injury or damage, however caused.

In the event of an accident,

- No liability should be admitted.
- If the injury has occurred in or near the school grounds then First Aid should be administered by the school's first aid representative.
- If the injury has occurred away from the school and the injured person is not mobile without treatment First Aid should be administered in accordance with your first aid training.
- If the injured person is still not able to return to school after treatment then the school must be informed and arrangements made to collect them
- If the casualty seems badly hurt or are unconscious then you must call for an ambulance without delay. Give details of what has happened.
- You should then make the scene of the accident safe for yourself, your colleagues, for the casualty & for the other children.
- Let the school know what the situation is as soon as practical

You **must inform** the school & GCC Thinktravel team or Integrated Transport Unit of any incident/accident. Give the schools all the details as they may want to complete their own

[704251A 6 file health safety policyv1 210819.doc](#)

incident/accident form. You must also **write everything down (include a diagram when relevant)** on the **Thinktravel Incident form** at the earliest opportunity so that you don't forget anything. You should **keep this as your record**; a copy may be required by the Thinktravel team and/or by the school. A sample form is available on the Thinktravel Bikeability portal.

Also if another road user was involved phone the police on the **non emergency 101 number** with the following information. Reg. Number Witness details (if any) Any other useful details you may have, time and location, driver description etc.