

**RISK ASSESSMENT CYCLE TRAINING SCHEME**

Task being undertaken:	<b>Cycle Training</b>
Persons exposed to risk: <i>(Delete not applicable)</i>	Cycle Instructors, riders, other road users.
Date of assessment:	20
Review date (by):	August 2019
Reference:	Don Muir

Activity	Potential Hazards	Degree Of Risk Without Control Measures			Control Measures	Degree Of Risk With Control Measures			Additional Action Required/Comment <i>(e.g. further training requirements; procedures; equipment need)</i>
		L'hood	Severity	Total (Risk)		L'hood	Severity	Total (Risk)	
Provision of Cycle Training Scheme	Collision with road traffic when out on training site	2	4	8	<p>Selection and recruitment to identify a suitable person for the role carried out by the Cycling Co-ordinator / Education Head or Teacher / Cycle Instructor.</p> <p>Job description and person specification supplied by the Bikeability - Think Travel Department.</p> <p>Trained to National Standards and provided with an instructors' manual.</p> <p>Instructor wears reflective / fluorescent jacket and helmet</p> <p>Pupils wear reflective / fluorescent waistcoats or tabards</p>	1	2	2	<p>Actions to be taken to reduce risk of casualty worsening when waiting for medical assistance.</p> <p>Abandon training and get all cyclists back to school.</p> <p>If casualty can't move or if it's too far to walk back to school, phone either the school to get a car to bring casualty back or, depending on severity, call for an ambulance.</p> <p>If phoning in a network black-spot, ask a passing road-user to phone school/ambulance as they may be on a different network. Or, failing that, send a cyclist to nearest house, in sight of instructor, to ask house-holder to phone for help.</p> <p>In areas with poor mobile phone</p>

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					<p>Site specific Risk Assessment carried out and provided to the Instructor.</p> <p>Site to be assessed as part of the site specific risk assessment to determine whether road signs need to be used.</p> <p>Instructor monitored regularly (annually) for quality of instruction provided.</p> <p>Instructor to carry out dynamic risk assessment prior to the commencement of each session to identify changes in environment.</p>				<p>reception, NSIs to work within visible range of the other.</p> <p>The use of any further PPE is not required in view of the nature of the training (site specific risk assessments, instructors working from pavement / verge, training at this level on low speed, low volume roads) and the risk of entanglement for instructors riding bicycles.</p> <p>See Appendix "A"</p>
	Trips and falls when walking on footway or crossing the road	3	2	6	<p>Instructor to carry out dynamic risk assessment prior to the commencement of each session to identify any issues.</p> <p>Instructor self certifies continuing good health.</p>	2	1	2	
	Abuse or physical threats from pedestrians / other road users / others on the course	2	2	4	<p>Mechanism for reporting incidents to Bikeability Think Travel Department and Police if appropriate.</p> <p>Partnership with school allows instructor to advise Head / teacher of poor behaviour by</p>	1	1	1	

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					pupils.				
Working whilst under the influence of alcohol / drugs / medication	Reduced ability to respond to situations; reduced judgement (distances etc).	2	4	8	Prohibition of use of alcohol whilst on duty, drugs at any time, awareness of effects of prescription drugs.  Instructor self certifies continuing good health.	1	4	4	

**Guidance on risk evaluation:**

<u>Likelihood (L'hood)</u>	<u>Severity (Consequences)</u>	<u>Total (Risk)</u>
1. Very unlikely (5 years or more)	1. Very minor injury (minor cuts/grazes. Very limited property damage/loss	1 – 8 <b>Low</b> Local management of risk is likely to be sufficient. Simple and effective local control measures such as procedures or the use of PPE and instruction and training will typically suffice.
2. Unlikely (1-5 years)	2. More serious injury <3 days off work/incapacity (sprains, more serious cuts, bruising. Slight property damage/loss.	
3. Likely (6-12 months)	3. RIDDOR reportable injury/sickness (except fatality). Significant property damage/loss.	9 – 16 <b>Medium</b> Consider the ‘quantum of risk’ – control measures should be proportionate to the level of risk. These activities may require significant control measures – adopt the hierarchy of control principles. Robust control procedures and technical solutions are likely to be required.
4. Very likely (1-6 months)	4. RIDDOR reportable injury/sickness affecting more than one person (excluding fatality). Major property damage/loss.	
5. Certain (more than 1 per month)	5. Single or multiple staff fatality. Catastrophic property damage/loss.	17 – 25 <b>High</b> Consider ceasing activity initially and identify and implement further control measures. Consider risk avoidance – is the activity necessary? Is there another way?