

1. General statement

This section sets out a risk assessment for use of adapted cycles and activities and covers the risks to instructors, riders and members of the public for all types of cycling

For each risk identified there should be a judgement on the level of risk and likelihood as well as some general measures set out to control this risk although this list should not be viewed as exhaustive. Instructors/Ride leaders must undertake site-specific risk assessments which are checked at the beginning of each session. All risks undertaken during 'on road' activities and supervised trips are taken in the belief that they will decrease future risks to riders and provide realistic and relevant experience.

2. Responsibilities

This generic risk assessment must be made available to all involved and its contents should be communicated to Instructors/Ride Leaders. The existence of this code of practice is very useful, but it is not enough in itself to ensure the reduction of risks. The provider should monitor the impact of this code of practice on the basis to gauge its effectiveness.

3. General risk assessment for adapted cycle activities

It should be noted that all generic risks and hazards have the potential to injure trainers, riders or members of the public. Instructors and riders are jointly referred to as riders.

1. Exposure to the weather may affect riders' health.

Although riders are likely to be often exposed to various weather conditions the risk of causing any serious health problem is very low. Some general measures that can be set out to control this risk are:

- For activities in colder months the pre-ride information should advise riders to wrap up warm/wear layers/ appropriate footwear.
- For activities in warmer months, it should advise them to consider wearing sun block, and to bring water. Dress appropriately with suitable footwear.

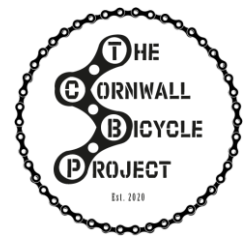
2. A rider's cycle may undergo mechanical failure, leading to the rider losing control.

Providing that the cycles are thoroughly checked before riding, the risk and likelihood is very low. Some general measures that can be set out to control this risk are:

- Instructors receive training in how to check cycles for roadworthiness.
- Instructors check riders' cycles before activities commence.
- Instructors should make sure their own cycle is roadworthy.

3. A rider may trip when not on the cycle

The likelihood and risk for this is low but accidents do happen. Some general measures that can be set out to control this risk are:



- Riders are advised to stand away from cycle when not riding
- Clothing is checked before riders set off
- Site and routes to sites are check for trip hazards.

4. A rider may fall off a cycle of their own accord.

For complete beginners, the risk is higher. For all other riders, the risk is very low. The risk increases significantly if riders' cycles are the wrong size for them. Some general measures that can be set out to control this risk are:

- Clothing catching in wheels/pedals can contribute to this risk – instructors are to check clothing before the session begins, trousers should be tucked in/cycle clips (elastic bands/tape) used where necessary.
- Complete beginner cyclists are taught on a one-to-one basis and kept in close proximity, so they can be supported as they learn to balance.
- Priority is given to teaching a rider how to stop, as mastering this virtually eradicates falls.
- Riders are taught incrementally so that at any point their ability is not pushed so far that they are likely to lose control.
- Riders who need support with balance or control are accompanied around the track wither with a riding or walking companion/instructor.

5. Two riders may collide.

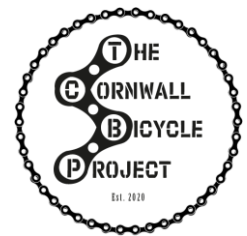
For complete beginners, the risk and likelihood of occurring is high. For all other riders, the risk is very low. Some general measures that can be set out to control this risk are:

- Correct riding position and emergency stops are taught at an early stage.
- During activities, instructors pay attention to the spacing of riders, reminding them that they must always be able to stop before hitting the person in front
- When running larger group rides, the ride is kept at lower speed, and where there is a larger number of riders, instructors pay attention to the behaviour of riders within the mass, particularly their speed.
- Riders who need support with balance or control are accompanied around the track wither with a riding or walking companion/instructor. Assist with hand controls where necessary.

6. A rider may collide with a pedestrian.

This is only a significant risk when sharing an off-road area with pedestrians, as they may wander into the path of a rider without looking. Some general measures that can be set out to control this risk are:

- Instructors are aware of, and make riders aware of, this possibility.
- Unaware pedestrians are one of the hazards that riders are taught to be aware of and to avoid.
- Instructors keep riders in sight and can warn them if necessary.
- Instructors make sure that riders give way to pedestrians when off road.
- When on road, the riding style we teach is the style that minimises the possibility of such a collision.



- Riders who need support with balance or control are accompanied with a riding or walking companion/instructor. Assist with hand controls where necessary.

7. A rider may collide with another road user.

Providing that riders are progressed gradually and not put in situations that are too difficult for them, the risk of this happening is very low, however the severity is high. Some general measures that can be set out to control this risk are:

- To increase the likelihood of riders being seen by other road users the wearing of fluorescent jackets or brightly coloured clothing is highly recommended.
- To reduce the likelihood of head injuries cycle helmets are strongly recommended for all riders.
- Instructors have experience of on-road cycling and have enough confidence to both ride safely and to look after riders at the same time.
- Instructors are trained in safe, effective riding techniques, how to teach them, and how to manage riders. The style of riding we teach is the style that minimises this risk.
- Instructors keep riders close and in view, so they can intercede where necessary to keep riders safe.
- Riders are introduced to road riding gradually, first on quiet roads and then on busier ones. They are taught incrementally, so that at any one time their ability or confidence is not overstretched.

4. Risks during cycle maintenance / storage

1. Injury due to incorrect use of tools

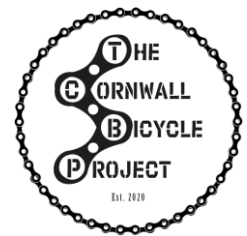
If riders do not know how to use tools correctly there is a medium risk of hurting themselves or others and a high risk of them damaging the cycles. Children may treat tools as toys if they are not supervised properly. Some general measures that can be set out to control this risk are:

- Instructors supervise riders as they carry out maintenance tasks.
- Instructors keep tools in a bag or container, only give riders tools as they are needed, and get them back afterwards.
- Instructors are advised to exercise extreme caution when taking knives/blades or tools that could be used as such into sessions as part of their tool kit. A knife/blade is used only when there is no other possible tool to carry out a task effectively. Knives/blades are kept apart from the tools that are made available to riders so that there is no possibility of them being lost or stolen.
- Instructors to report any mechanical failings /repairs required on cycles that they are unable to fix adequately themselves directly to Emma Roberts.

2. Injury due to incorrect use of chemicals

Chemicals used during cycle maintenance may pose a health threat. The risk of this is medium to high. Certain chemicals, notably white spirit or methylated spirit can be harmful if they are swallowed or contact eyes, or their fumes are inhaled. Oil in an aerosol spray has a higher chance of being inhaled. Some general measures that can be set out to control this risk are:

- Instructors must not use methylated spirits, white spirit or other spirit solvents.



- Instructors are always advised and encouraged to use environmentally friendly alternatives rather than standard chemicals.
- Where oil spray is used, the instructor must first check that the area is suitably ventilated i.e. windows and/or doors open.
- Hazardous chemicals must not be stored in unmarked containers.

3. Injury due to incorrect manual handling or lifting including in and out of storage/ vehicles.

- When lifting cycles in and out of storage containers,
- Instructors / Ride Leaders to be shown correct set up for each individual cycle.
- Bend from knees when lifting heavier cycles, use two or more people to lift heavy or cumbersome equipment where necessary.
- Provide training to Instructors / Ride Leaders involved on safe handling techniques.
- Equipment to be moved by shortest / safest route.
- Reduce handling distances where possible and push rather than lift, where possible.
- Ensure cycles are secured when stored in the container/ vehicles. Eg. Using parking brakes/ bungees where necessary.
- Avoid repeated lifting and manual handling.
- Wear PPE as required. E.g. protective footwear, safety glasses, gloves

5. General precautions taken to reduce and manage risk

- The wearing of high visibility clothing should be encouraged to all and riders whilst riding on roads.
- The use of cycle lights in inclement weather – particularly whilst riding on roads should be encouraged to improve rider visibility.
- Cycle helmets should be recommended to all (with exceptions to: eg. those with sensory processing disorder or hearing implants).
- All riders must be tested to ascertain their cycle control ability prior to being allowed on road.
- Their cycles must also be examined for safety purposes.
- Activities must be conducted in risk-assessed areas. These must be reviewed prior to each session and may if necessary, be dynamically added to or amended as necessary.
- All Instructors must have DBS checks and have received First Aid and Child/Vulnerable Adult Protection training.
- All Instructors/ Ride Leaders carry must simple first aid kits
- All instructors must carry mobile phones and emergency contact numbers
- Instructors are trained not to respond inappropriately to any abuse from other road users to defuse the possibility of 'road rage'.