

## HEALTH AND SAFETY

### Cycle training

There is a risk assessment for training instructors plus children and adults.

To minimise possible risks, the following rules should be adhered to:

#### Training sites

All sites used for cycle training are risk assessed.

A form is completed for each site by a road safety officer and kept in the Cycle Training Sites Risk Assessment file. The same information is also kept on computer in the cycling database with access to site diagrams and photographs.

Ideal sites would have a good level surface, road markings, few parked cars, good visibility, and a steady light flow of traffic, and be fairly close to the school.

However this is rarely possible and instructors need to take such precautions, as they feel necessary to ensure that trainees are not put at risk. This can include positioning instructors in strategic positions to oversee both the trainees and road situation, to limit the number of trainees riding at any one time and the manoeuvres that they practise there.

Instructors are also required to complete an assessment of the sites they have used.

#### Instructors

- Cycle instructors will be either volunteers or recruited through the County Councils Recruitment agency Manpower.
  - Manpower will undertake the necessary paperwork and check references and health.
  - They should be fit enough to do the work particularly sight, hearing and mobility.
  - All instructors will have to undergo a background police check and have received a satisfactory CRB clearance before working on their own with any children or young adults.
  - They will receive training on Child Protection issues and how to safeguard themselves.
  - They will receive sufficient training to enable them to run cycle training courses competently and safely.
  - If they have any concerns, either about cycle training as a whole or a particular course or individual, they should contact the Road Safety Unit and have a chat with their supervisor. (See Management Structure)
  - Their supervisor is there to offer support in any way possible.

- If required to cycle themselves, they will be assessed and offered any extra training that might be required.
- If using their own cycle it will be their responsibility to maintain it in a roadworthy condition.
- If using a Road Safety Unit cycle it is their responsibility to check that it is in good order when received and when handed in, and to maintain it in a roadworthy condition.
- The Road Safety Unit will undertake to have their cycles serviced regularly by an authorised cycle mechanic.
- When conducting a cycle course and riding, it is recommended that instructors wear an approved cycle helmet.
- All helmets should be properly adjusted to fit snugly and treated with care.
- If a helmet is damaged in an accident it should be replaced immediately. Instructors should bear this in mind when using one from the road safety unit and report any damage immediately.
- In order to be seen clearly by other road users all instructors will be issued with high visibility waistcoats. These should be worn when running cycle courses on the road whether on foot or cycle.
- Apart from riding between sites or demonstrating a particular drill, instructors for level 2 should be mainly on the pavement / verge when controlling, observing and instructing trainees. Their actual position will depend upon the individual site and the manoeuvre being taught. They should try not to block the view of any road user when waiting at a junction.
- If an instructor wishes to demonstrate a drill on foot, they must ensure they are not putting themselves at risk or causing problems of any kind to other road users. This also applies if they decide to position themselves on the road for certain manoeuvres particularly right turns. There is no compulsion to stand on the road, and instructors should determine if this is in the best interests of all concerned.
- When not taking part in a drill, trainees should be waiting on the pavement in an orderly manner.
- Cycle training can continue in most weather conditions. If it is raining instructors should bear in mind that all vehicles will need a greater distance in which to stop safely and that visibility might be reduced. They will decide if it is safe to carry on. It is best to halt training during heavy rain and thunderstorms, and if it is foggy. If the roads are icy or snow covered instructors should use their own judgement.
- Instructors will have been told by the road safety officer, which roads have been risk assessed for training and should use them. However situations do change and an instructor might feel that a junction is not suitable at that particular time. They may then move to a different site, which is in their opinion safe to use. However they should advise the road safety unit as soon as they can, using the site assessment form, so that site can be approved.

- Instructors can use their discretion in moving trainees to the actual training sites. They can walk them there, ride them there in stages completing early drills as they do so or ride there in a group.
- If riding as a group, one instructor should lead with the other at the rear of the line. The rear instructor will move to the front at junctions to protect trainees as they turn or in case they become separated. Details are given in “Snaking”.

## Trainees

- Trainees under the age of 16 will have been given written parental consent to attend any cycle training course.
- Parents / guardians should also have indicated whether or not their child has any special needs, including relevant health or behavioural problems, or learning difficulties.
- It is the parent’s responsibility to ensure the cycle is in good condition and correctly adjusted to fit their child.
- Trainees over the age of 16 need to sign their own consent forms and accept responsibility for their own cycle, health, etc.
- It is recommended that children wear cycle helmets during training. If helmets are worn, instructors may need to adjust them to obtain a better fit.
- Adults may decide for themselves whether or not to wear a helmet, but instructors should explain the benefits and state that the Road Safety Unit recommends that they wear one.
- All children must wear the hi-visibility tabards provided for the on road riding sessions.
- Hi-visibility tabards will also be provided for adults. Instructors should explain the benefits and state that the Road Safety Unit recommends that they wear one, but once again the final decision is with the trainee.
- At the start of all courses, instructors will check the trainees’ cycles and ensure they are safe to ride and fit the rider correctly.
- If any adjustments need to be made, provided the trainee gives permission, instructors may make them. However if there is insufficient time or repair is beyond the capabilities of the instructor, it is up to the trainee to arrange for alterations or repairs to be carried out.
- In certain cases the instructor may refuse to allow the trainee to carry on with the course until the cycle is safe to ride.
- Instructors should also check that cycle helmets are being worn correctly and are adjusted to fit snugly.

- Before riding instructors should also check the trainees' clothing to ensure that nothing will interfere with their cycling or become entangled with the spokes, wheels, pedals, chain or cogs.

### Training Course

- General rules of behaviour should be discussed with trainees at the beginning of the course.
- Disruptive behaviour cannot be tolerated as it may upset other trainees and distract them.
- A level 1 training course will be carried out entirely in a safe enclosed environment such as a school playground, or empty cordoned off car park. This will allow trainees to improve their control skills without danger from other traffic.
- Instructors must ensure that they supervise these sessions carefully especially if there is a large number of trainees in a relatively small area.
- Time spent waiting to ride should be kept to a minimum.
- Trainees should only be riding under supervision and when it is their turn to do so.
- Trainees must ride in a controlled manner with proper consideration to each other.
- Instructions must be given clearly to all trainees, and instructors must be sure that they have been understood.
- Where relevant, instructors should follow up verbal instructions with a practical demonstration and allow trainees to ask questions and be answered.
- At the beginning of a Level 2 on road course, the instructor will observe the trainees carrying out a series of exercises on the playground / safe riding area to assess their riding skills, before allowing them to go out on to the road.
- At the beginning of a Level 3 advanced course, the instructor will assess the trainees' ability to perform basic on road manoeuvres in a quiet road situation before moving on to a busier location and more advanced techniques.
- In adult and one to one training sessions the same initial assessments must be made. This will determine the trainee's current ability and enable the instructor to decide how best to progress.
- Level 1 courses can have 10 trainees to one instructor. If there are up to 16 trainees there are usually 2 instructors. We would suggest a second course if a school has more than 16 trainees.
- Level 2 courses will have 2 instructors and ideally 12 trainees although this can be increased to 16. With three instructors the number can go up to 24. However with these high numbers the school would normally be offered 2 courses.
- For the on road sessions of Level 2 courses there will be 2 instructors to 6 or maximum 8 trainees. With 3 instructors this can be increased to 12.

- For Level 3 courses the maximum number of trainees would be 2 to one instructor. Although it would be best to have another group in the same locality so that there would be 2 instructors nearby in the case of any incident.

### Insurance

- All instructors running cycle training courses on behalf of Hertfordshire County Council Road Safety Unit, having undertaken suitable training by the Road Safety Unit, are covered by the Hertfordshire County Council public liability insurance arrangements.
- Cycle instructors are covered by the Employers liability risk insurance.
- In order to counter any accusation of negligence, Instructors must keep to the guidelines laid down by The Road Safety Unit in respect of cycle training courses.
- Instructor may wish to take out their own cycle insurance.
- Instructors who have National Accreditation can take out insurance through CTC.