

**Royal Borough of Kingston upon Thames
Health and Safety Policy, Organisation and Arrangements
RBK GENERAL HEALTH & SAFETY POLICY**

[LINK - OVERALL STATEMENT OF POLICY](#)

[LINK - RBK & SUTTON GENERIC RISK ASSESSMENT FOR CYCLE TRAINING – Jan 2022](#)

OVERALL STATEMENT OF POLICY

It is the policy of The Royal Borough of Kingston upon Thames to ensure, so far as is reasonably practicable, the health, safety and welfare of all our employees and others who may be affected by our activities or services. In order to achieve this it is our policy to provide safe equipment and systems of work and adequate information, instruction, training and supervision, as may be needed for this purpose. RBK will ensure that health and safety issues are suitably addressed within every aspect of Council activity and will provide adequate resources to ensure this Policy can be implemented effectively.

RBK will also ensure that Council Members are given the opportunity to be briefed on the legal requirements applicable to the Council in respect of health and safety, in order that the policy decisions made by Members can take full account of these obligations and the individual responsibilities imposed on Council Members.

Where the Borough intends to engage contractors to undertake work, or provide services on its behalf, or commission services through a partnership arrangement, reasonable enquiries will be made to establish the competence of such contractors to undertake the work safely and without risks to health. The health and safety performance of such contractors will also be kept under review in order to ensure adequate standards are maintained.

RBK will consult with employees on health and safety matters through the Health and Safety Committee, comprising trade union appointed safety representatives and other employee representatives and appropriate management and directorate representatives, with a view to actively involving staff in the effective implementation of this policy.

The health and safety performance of the Council and this Policy will be reviewed at least annually by the Strategic Leadership Team and the Health & Safety Board, and at any other time when there are significant changes in the activities or management structure of the Council.

The sections below detail the organisation and responsibilities of directors, service managers and staff within the Council, for implementing the Policy and gives details of the general health and safety arrangements and standards to which the Council operates.

Date: October 2018

ORGANISATION

Health & Safety Governance

The Health & Safety Board is responsible for ensuring the Health & Safety arrangements for the Council and ensuring that it is aligned with core business objectives, the RBK H&S policy and legal requirements. It is chaired by the Chief Executive and includes representation of senior management from key areas across the Council and statutory services commissioned by the Council.

The function of the Board is to:

- Agree H&S priorities taking into account changes to legislation and best practice relevant to the Council.
- Agree health and safety performance measures, ensuring that there are adequate resources to address priorities, and provide periodic reports on health and safety performance to the SLT
- Monitor and keep under review the H&S risk register, alerting SLT to any increase in corporate risks to allow measures to improve safety to be undertaken.
- Receive information on appropriate safety audits, assessments and reports so that recommendations for corrective action can be made.
- Receive information from the Staff Consultative Committee and take appropriate action to address any deficiencies as necessary.
- Monitor compliance with external standards in respect of health and safety and fire safety and, where deficiencies are identified, give direction to corrective action

- Keep under review the H&S risks on the Corporate Risk Register

Specific Responsibilities of Elected Members, Individual Directors and Managers

Elected Members

- Elected Members decide the Policies of the Authority through a Committee structure, which reports to the full Council. Councillors are not responsible for the day to day implementation of Health and Safety legislation within the Council but do take it into consideration as part of the decision making process.
- Councillors are provided with professional advice and guidance by the Chief Executive and Directors. Appropriate health and safety training is provided to assist Elected Members in fulfilling their role and understanding responsibilities.

Chief Executive and the Strategic Leadership Team

The Chief Executive and the SLT has overall responsibility for health and safety matters within the Council. The Chief Executive and the SLT are also responsible for general oversight of the Council's health and safety management programme and, with the assistance of the Health & Safety Board, monitoring its effective implementation. The Chief Executive is also responsible for chairing the Health & Safety Board.

All Directors

Directors are responsible for ensuring that health and safety is effectively managed within their area of control or influence in accordance, and standards and guidance contained in the RBK Health & Safety Handbook.

Directors have a specific responsibility for:

- ensuring that when entering into partnerships with other organisations for the supply of goods and services, there are agreed shared values and standards regarding the health and safety of staff and others who may be affected by work activities. These standards must, as a minimum, meet the requirements of this policy and legal requirements, including effective and appropriate monitoring arrangements and be incorporated into the written partnership agreement or contract
- Ensuring that a designated senior manager, agreed with the Chief Executive, represents their service at the Health & Safety Board and a suitable representative is elected from each DCG to attend the Committee.
- ensuring the business planning process takes adequate account of the need to resource health and safety requirements in accordance with legal requirements;
- there are adequate arrangements for the provision of competent health, safety, fire safety and medical advice to the Council, in accordance with Regulation 7 of the Management of Health and Safety at Work Regulations 1999 and Article 18 of the Regulatory Reform (Fire Safety) Order 2005.
- ensuring that the Council Financial Regulations require the rejection of tenders for contract works where it is evident that the contractor is not sufficiently competent or is inadequately resourced to undertake the work safely;
- receiving advice from the Head of Occupational Health and Safety on any prospective changes to health and safety legislation or standards, which may have significant cost implications for the Council, so that these can be incorporated in the relevant resourcing plan for the Council.
- ensuring that the commissioning process includes include adequate specification of health and safety arrangements and for effective and competent monitoring of the health and safety standards achieved by the contractor during the period of the contract or partnership;

The **Head of Human Resources** is responsible for ensuring that:

- the employee selection and recruitment process takes adequate account of the competence, ability and medical suitability of employees selected, in order to ensure that neither the employees, nor others, are put at risk;
- in conjunction with Service Managers and the Occupational Health and Safety service, that where any organisational change is undertaken, the implications for health and safety are fully considered;
- ensuring that human resource management practices relating to working hours, employment of children and young persons, and arrangements for pregnant employees meet statutory requirements;
- ensuring that the employee performance management system adequately takes account of the health and safety performance of managers and staff;
- ensuring that there are adequate arrangements for the health and safety training of employees, both at induction and in relation to specific job or work needs.
- ensuring that arrangements for the health & safety of RBK employees, including communication, cooperation, consultation is addressed in relation to new working partnerships or shared working arrangements and recorded in the relevant contract or memorandum of understanding.

Director of Children's Services

The Deputy Chief Executive of Achieving for Children acts as the Director of Children's Services for RBK and has specific responsibilities for Community Schools, Community Special Schools and residential homes where children are cared for including:

- ensuring that there are adequate arrangements for maintaining the fabric of school (and associated residential buildings) in a safe condition in accordance with the Authority's scheme for delegated responsibilities and finance to school governors;
- ensuring that Headteachers, Governors of community schools are provided with adequate briefings and training on their health and safety responsibilities and that suitable training is available for all schools' staff to enable them to work safely;

- In consultation with the Head of Property and Health & Safety Team making arrangements to ensure the standards of health and safety management within community schools are monitored and, where serious deficiencies are identified, an action plan is developed by the headteacher and governors for corrective action to be taken within a specified timescale and giving a direction to this effect under Section 39(3) of the School Standards and Framework Act 1998. This includes compliance with statutory safety inspections and any remedial action and training for staff.
- In exceptional circumstances advising on, or initiating the service of, a warning notice (under Section 15 of the School Standards and Framework Act 1998) to the governing body of a Community, Voluntary Aided or Foundation School where the Authority is satisfied that the safety of pupils or staff of the school is threatened (whether by a breakdown of discipline or otherwise).

Lead Commissioner for Children's Services

The Royal Borough of Kingston commissions Achieving for Children (AfC), a Community Interest Company wholly owned by Kingston and Richmond Councils, to provide children's services. The Lead Commissioner for Children's Services has a specific responsibility for ensuring that the health and safety arrangements in relation to providers of Children's Services meet minimum legal standards including:

- Provision of competent health and safety advice
- Monitoring of health and safety arrangements through the RBK H&S Board and SLT annual review and ensuring appropriate reporting to Joint Committee as part of the governance arrangements

The Head of Property

The Head of Property is responsible for:

- commissioning and monitoring of the Total Facilities & Property Management contract, (TFPM); ensuring that the Council is able to discharge its responsibilities in relation to statutory building compliance.
- Establishing the TFPM Monitoring Board in order to ensure that:
 - there are adequate arrangements for repairs and maintenance of buildings, including to be undertaken safely;
 - where applicable, arrangements take account of the requirements for CDM Regs 2015 to allow the TFPM contractor to fulfil the role as Principal Contractor/Principal Designer on behalf of the Council.
 - ensuring there is an adequate and appropriate programme of undertaking and reviewing fire risk assessments in premises for which the Council is responsible and that such risk assessments are undertaken by suitably competent persons so as to identify all relevant issues, including, staff training and procedures, structural integrity, fire compartmentation, evacuation routes, signage, detection systems, emergency lighting, fire suppression systems and fire-fighting equipment;
 - ensuring that there is an adequate and appropriate programme of risk assessments in relation to asbestos and Legionella undertaken by competent specialists with planned programmes to correct any identified defects and suitable ongoing implementation of identified control measures;
 - TFPM is maintaining and keeping under review an approved list of contractors for which TFPM is the Client Officer, consisting only of contractors who have satisfied a preliminary assessment for competence and resourcing in relation to health and safety, for the type of work in which they are involved;
 - contracts for the supply of goods and services include adequate specification of health and safety arrangements and for effective and competent monitoring of the health and safety standards achieved by the contractor during the period of the contract;
 - the advice of RBK is obtained on relevant standards of health and safety to be applied in relation to specific contracts and in relation to assessment arrangements for prospective contractors and partner organisations;
 - the Head of Property is provided with information in relation to H&S compliance with statutory inspections in order that the Council can fulfill its monitoring role

- Ensuring that there are local coordinators for health & safety arrangements at all staffed premises in the RBK corporate portfolio

The Head of Housing

The Head of Housing is responsible for ensuring that:

- There are suitable arrangements to monitor health & safety arrangements across the service including statutory building compliance relating to the housing property portfolio
- There is a programme of fire risk assessments in Council dwellings as required under the Fire Safety (Regulatory Reform) Order – specifically high rise buildings and
- all advice provided through the Buildings Research Establishment and the DCLG is fully considered in relation to refurbishment of high rise buildings.
- there are adequate arrangements for gas safety and other statutory inspections to be undertaken and records kept in accordance with statutory requirements with gas safety certificates being supplied to tenants.
- work undertaken on the housing stock is planned and organised in a manner that minimises the risks to tenants and other members of the public who may be affected thereby.
- Council tenants are kept informed of the presence of asbestos known to exist within the structure of their homes and the necessary precautions to avoid disturbing it.

The Head of Occupational Health, Safety & Wellbeing

The Occupational Health, Safety & Wellbeing Manager is responsible for:

- providing day to day advice and guidance to managers in the Council on occupational health, safety and fire safety matters;
- undertaking periodic audits and reviews of the health and safety standards being maintained within RBK and advising relevant managers of any necessary actions which are identified as necessary as a result of such audits or reviews,
- advising managers on the appropriate response to any new health and safety legislation in consultation with the Council's appointed health and safety consultancy;
- developing and co-ordinating the issue of health and safety guidance and standards for use within the Council and to ensuring that such information is effectively implemented;.
- providing for all Council liaison with health and safety and fire safety enforcement authorities;
- the investigation of serious accidents incidents or work related health conditions and undertaking the relevant statutory recording and reporting of such incidents to the HSE;
- advising the Chief Executive and the Strategic Leadership team of any serious health and safety issues that arise and require corporate attention, or changes to corporate policy;
- advising the *Head of Human Resources* of the health and safety requirements associated with new or revised personnel procedures and strategies;
- providing an annual report to the Health & Safety Board on health and safety management within the Council and to Achieving for Children, where appointed.
- The Occupational Health, Safety & Wellbeing Manager will be supported by a consultancy appointed to provide detailed assistance and advice in health and safety and fire safety matters and to provide assistance on the development of policies and procedures.

Head of ICT

The Head of ICT is responsible for

- ensuring that computer and similar equipment, together with associated software which is to be installed either in Council premises, or for the use of employees working from home, complies with the necessary health safety and ergonomic standards.

General Responsibilities of Service Managers and Lead Commissioners

All Lead Commissioners and Service Managers have a general responsibility for ensuring that activities under their control are managed in a way which ensures high standards of health and safety that are compliant with the Council's policy and legal requirements.

Service Managers are also responsible ensuring that health and safety risks are identified on Service Plans and, where they cannot be adequately addressed, escalated to the H&S Board or SLT if necessary.

Governors and headteachers are responsible for ensuring that an appropriate local organisation and arrangement statements exist within their schools identifying relevant responsibilities and arrangements for managing health and safety and fire safety matters.

In addition, **Service Managers** have the following particular responsibilities in relation to their area of responsibility or control:

- ensuring that RBK procedures relating to health and safety management are applied and employees receive appropriate information, instruction, training and supervision to enable them to work safely. This includes ensuring all staff have completed essential health and safety training;
- ensuring that health and safety standards are monitored in a systematic way and where deficiencies are identified they are promptly rectified;
- appointing on site responsible persons to supervise the health & safety arrangements and with sufficient authority to implement identified health & safety improvements;
- incorporating health and safety risks into Service Plans and ensure that these are monitored on at least a quarterly basis;

- ensuring that a sufficient number of employees are nominated and trained to undertake risk assessments within their area of control, in relation to general health and safety risks and the particular assessments required in relation to manual handling, substances hazardous to health, dangerous substances, the use of computer workstations, young persons, new and expectant mothers and personal protective equipment;
- ensuring that a sufficient number of employees are nominated and trained to take on the roles of Fire Marshal and First Aider
- ensuring that risk assessments are undertaken and revised where necessary, in accordance with the overall Council arrangements and that the relevant actions identified are promptly implemented;
- ensuring that in commissioning new services, adequate consideration is given to the competence and resourcing of the prospective contractors and adequate arrangements are made in relation to risk assessment and other statutory duties under health and safety legislation;
- ensuring adequate arrangements exist for suppliers, from whom the Council purchases plant and materials, to supply relevant health and safety information (including relevant safety data sheets) as part of the supply contract;
- ensuring that, where plant or materials are purchased from outside the EC, the Council does not undertake the responsibilities of an importer in respect of health and safety requirements unless adequate arrangements have been made to ensure that EC product safety legislation and material testing, information, labeling requirements can be met.
- Ensuring that all staff (permanent and agency) are aware of essential H&S risks relating to their work and have undertaken training appropriate to their role.

General Responsibilities of Employees

All employees have the following responsibilities:

- To act with due regard to the health and safety of themselves and others who may be affected by what they do, or fail to do, whilst they are at work, or on Council premises;

- To comply with Council instructions and procedures relating to health and safety, and make full and proper use of any protective or safety equipment provided. This includes the completion of essential health and safety training within the first month of joining the Council;
- To report to their supervisor or manager any serious danger to health or safety, or defects in plant structures, or equipment, or safety procedures that come to their notice and which they cannot immediately rectify.
- To report to their line manager any incidents which have led, or might have led, to injury or damage;
- To only use plant equipment or substances in accordance with information instruction and training provided by the Council.
- To ensure that their health & safety training is up to date, to inform their manager if they require further or updated training and to maintain their training records on the Council's HR database.

HEALTH AND SAFETY ARRANGEMENTS

Information about RBK Health and Safety policies, standards and guidance

All health and safety information, including guidance on preparing risk assessments, RBK standards and guidance are contained in the electronic Health & Safety Handbook. This can be found on the RBK intranet.

Consulting on Health and Safety

The Staff Consultative Committee and Directorate Consultative Groups are the Council's formal consulting arrangements to meet the requirements of the Safety Committee and Safety Representatives Regs 1977 and the Health and Safety (Consultation with Employees) Regulations 1996 (as amended).

Trade Unions are actively involved in all health and safety arrangements and employees who do not belong to a trades union are encouraged to raise health and safety queries or concerns with their relevant DCG representative who will work with line managers to resolve local issues.

The Staff Consultative Committee meets three times per year and the minutes are provided to all representatives for a wider distribution to DCGs and individual teams.

Schools

Mandatory common standards and guidance for Community schools, where RBK is the employer of staff within the school, are contained in the electronic RBK Health and Safety Handbook for Schools. The requirement for Headteachers and Governing Bodies of Community Schools to implement the relevant aspects of this policy and the applicable standards contained in the handbook is to be regarded as a direction of the Local Authority by virtue of Section 39(3) of the School Standards and Framework Act 1998.

Where internal guidance does not cover a specific issue, the RBK will adopt the practices or standards recommended in Health and Safety Executive publications or relevant British or European Standards.

All Community schools are required to confirm compliance with statutory inspections and guidance to the local authority on an annual basis.

Academy Schools

Academies are independently managed schools. They are set up by sponsors from business, faith or voluntary groups in partnership with the Department for Education (DfE) and the local authority. The Governing Body or other organisation is the employer of staff within the school and is responsible for the health and safety of staff and students. It may appoint the RBK Occupational Health & Safety Team as its competent source of health and safety and fire safety advice. Where this applies a Service Level Agreement will set out the terms and conditions of the appointment.

Voluntary Aided Schools

The Governing Body of a Voluntary Aided school is the employer of staff within the school and is responsible for the health and safety of staff and students. The Council

The Governing Body may appoint the RBK Occupational Health & Safety Team as its competent source of health and safety and fire safety advice. Where this applies a Service Level Agreement will set out the terms and conditions of the appointment.

Joint Working Partnerships with Other Organisations

Where RBK staff are engaged to deliver services through formal joint working partnerships, shared services or other new working relationships, the health & safety arrangements will be determined as part of the contract, agreement or memorandum of understanding. Separate arrangements will be specified to clarify the individual areas of responsibility for health and safety between the respective parties and address the requirement for monitoring standards.

Where the Council remains the employer of staff who are placed on secondment or whom are permanently based in a building managed by another organisation, special arrangements will apply. In these circumstances the relevant organisation managing the staff or location, on behalf of the Council, is responsible for the day to day health and safety arrangements for Council employees and will ensure, so far as is reasonable practicable, the health, safety and welfare of all staff employed within the activity or premises. The Council as the employer of staff will monitor the standards being maintained and take action where any deficiencies are identified.

Where employees are located in buildings under the control of other (e.g. non RBK) organisations - arrangements will also be made to ensure adequate communication, consultation and cooperation between both organisations in relation to health and safety and the Council will monitor that adequate standards are maintained.

Agency Staff

The Council will share with all staffing suppliers the Health and Safety information relevant to all posts including risk assessments and control measures in place. The Agency is expected to ensure that relevant information is passed to prospective workers. All interim and agency staff will be provided with health and safety arrangements, including fire safety, on joining the Council.

Risk Assessments

Risk assessments required for work involving display screen equipment, manual handling operations, substances hazardous to health, dangerous substances and general risk assessments are undertaken by managers or nominated staff trained in the particular type of risk assessment required. Where new types of work are proposed, the manager responsible for the work must ensure an adequate risk assessment is undertaken before the work is started, seeking advice from the Occupational Health and Safety Manager, as necessary. Where an employee notifies her line manager of pregnancy, a particular risk assessment will be carried out either by the line manager or by the Occupational Health Service. The employee will be informed as to any specific precautions which need to be taken to avoid placing the employee or her unborn child at risk. Managers will also assess any risks to young persons (those under 18 years) in the workplace and identify and specific precautions.

Risk assessments for fire safety, noise, vibration, optical radiation and asbestos and other specialist areas are carried out in each establishment by specialist consultants and a copy of the findings are stored locally.

Accidents, Dangerous Occurrences and Ill Health Reporting

Accidents to employees, or others, on RBK premises, or affected by RBK operations, must be reported to the relevant line manager and the health & safety team following the procedure on the intranet.

Training

All new employees will receive relevant instruction and induction training on health, safety and wellbeing matters from their manager or supervisor. Specific health and safety training will be provided for employees, as appropriate to the work being undertaken. Line managers are responsible for identifying the learning & development needs of individual staff within their area of control and ensuring that the relevant training takes place and is recorded. In order to assist managers in discharging this obligation the Head of Human Resources will ensure that induction courses (including e-learning) include health and safety information for all employees relevant to their role and the risks at work.

Records of individual employee training are held on the HR information system.

Pre-Placement Health Assessments & Medical Arrangements

Pre-placement health assessments are undertaken for all new employees, usually by means of a confidential questionnaire, by the Occupational Health staff. Confidential medical details are held in the strictest confidence. However, information, such as restrictions on particular types of work, adjustments or special precautions necessary for health and safety reasons will be provided to the managers to avoid putting the employee or others at risk.

Fire Safety

All Council premises have a fire safety risk assessment organised and reviewed by the TFPM in accordance with the Regulatory Reform (Fire Safety) Order 2005. Information is held electronically on the TFPM database.

The local on site coordinator and Service Managers for each area are responsible for the implementation and maintenance of day to day procedures identified within the risk assessments within the corporate portfolio. Arrangements for schools are specified in a local Fire Safety Policy. Specific arrangements exist for all residential property and is coordinated and monitored by the Housing Dept

First Aid

First aid arrangements for each building and the names of nominated persons and appointed first aiders are displayed at each premises.

RBK & SUTTON GENERIC RISK ASSESSMENT FOR CYCLE TRAINING – Jan 2022

Covid-19 updates shown in Blue.

<p>Main activity: Cyclist Training for children and adults within the Bikeability and National Standard framework.</p> <p>Additional activities: Bikeability +, special need training and Instructor Training Courses</p> <p>Locations: Tarmac playgrounds, off-road public spaces and road environments. Classroom for theoretical teaching.</p> <p>Equipment: Cycles, helmets, carrying equipment such as rucksacks and panniers, high visibility clothing, basic cycle tools, first aid kit, PPE.</p> <p>Trainer: All trainers are accredited 'National Standard Instructor'</p>
<p>Trainees RBK & Sutton trains adults and children.</p> <p>Age: Trainees must be in school Year 5 and above to receive on-road training. Younger pupils must be picked up by parents and a teacher/T.A. must be available during the lesson</p> <p>Ratios: The following ratios are used unless riders are members of the same household or school "bubble": Level 1, 1:6 maximum; Level 2, 2:6 maximum; Level 3, 1:3 maximum</p>
<p>Training Resources and Risk Assessment in practice</p> <ul style="list-style-type: none"> • RBK&Sutton Emergency Procedure – Revised twice yearly • Incident Report Form and Guidance • Incident notes to owner • National Standard for Cycle Training - DfT, 2018 • Bikeability Delivery Guide September 2019 Revised – Bikeability Trust 2019 • Bikeability delivery guides: Covid-19 Addendum V13 - Bikeability Trust Jan 2022

Relevant RBK Policies

- RBK-HS-Policy-2018, Health and Safety Policy Oct 2018
- HSM 4, RBK General Health and Safety, Risk Assessment System & Guidance, 2014
- Incident Reporting and Accident Investigation Policy 2019
- Safeguarding Children and Vulnerable Adults – Adapted from British Cycling – RBK 2011
- RBK Safeguarding Policy and Cycle Training- 2018

General measures in place:

- Instructors receive an initial 4-day professional course to become cyclist instructors.
- Instructors receive training on risk assessment. They are regularly monitored throughout their professional development.
- Written risk assessments are carried for all fixed and road sites.
- Pre-written road surveys are supplied for all group courses and are regularly updated.
- Instructors receive 1st Aid training (EFAW), refreshed every 3 years. They carry a Basic First Aid Kit.
- Instructors receive essential maintenance training
- All are DBS Enhanced checked

Responsible Service Manager

Eric Chasseray

IMPACT	High	Medium	High	High
	Medium	Low	Medium	High
	Low	Low	Low	Medium
		Low	Medium	High
		LIKELIHOOD		

REPORTING INCIDENTS / ACCIDENTS

- ⇒ All incidents, including minors and near misses must be reported
- ⇒ Depending on the severity, the emergency services will be called.
- ⇒ All Incidents/accidents that occur during school time will be first reported to the school office.
- ⇒ Accidents will be reported to the relevant Council department using their reporting system, where required.
- ⇒ All instructors have a copy of the [RBK&Sutton Emergency Procedure](#)

RBK & Sutton – Reviewed Mar 2021

EMERGENCY PROCEDURE – DOCUMENT 1
(This guidance is available to office managers and Instructors)

Office Emergency Procedure in the event of an incident during Cycle Training Activities

This procedure should be easily accessible in the office with or without a computer so prints need to be on display.

From the Instructors or other RBK & Sutton parties involved :

Call 999 if required

Follow emergency and incident guidelines

Call/Report to school or next of kin if 1:1 training

Call the manager in charge

Follow Incident Report Form and Guidance for Instructors.

From the office

Staff tells main officer in charge or a higher officer and if necessary:

Contact Contingency Planning X5400 or X5800 for out-of-hours

Manager informs Press Office: X4614 or X4709, X4015

Manager informs the Contact Centre, X5002

Manager informs and consults Occupational health for follow-up actions: X5187, X5161 or X5156.

Manager rings the school (term times) or next of kin

An incident report form from the member(s) involved must be sought as a matter of urgency.

Questions to ask instructors

- Are they OK? Are they and other trainees out of trouble/danger?
- Where are they calling from?
- Have they followed the First Aid and Emergency Procedure?

1. Assess, hazards removed

2. Stop activity

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Hazard or threat	Who/what might be harmed (Instructors and trainees are jointly referred to as riders)	Risk Level Prior to Controls: <i>Occurrence /Severity</i>	Controls or Training Currently in Place	Risk Level with Current Controls: <i>Occurrence/ Severity</i>	Additional Controls or Training Required
<p>Wrong instructions or advice given to riders.</p> <p>Instructors unable to deal with group management, emergencies or provide first aid.</p>	<p>Riders putting themselves at risk in an environment they can't manage.</p> <p>Riders being poorly prepared and protected.</p>	HIGH	<ul style="list-style-type: none"> → All instructors receive an initial 4-day professional course to become cyclist instructors. → Instructors receive training on risk assessment. They are regularly monitored through their professional development. → Instructors receive essential maintenance training. → Instructors receive 1st Aid training (EFAW), refreshed every 3 years. → They carry a BS First Aid Kit. 	LOW	

<p>Safeguarding – School Bikeability and events</p>	<p>A rider is assaulted or abused or has allegations made against by another rider, instructor or member of the public. A child is abducted.</p>	<p>LOW</p>	<ul style="list-style-type: none"> ⇒ Instructors work in pairs ⇒ Instructors take an enhanced police criminal record check to make sure that they do not have a history of child abuse, etc. ⇒ Instructors wear a branded tabard in the public space. ⇒ Instructors do not enter riders' homes and remain in public places at all times when with riders. ⇒ Instructors are trained not to respond inappropriately to any abuse from other road users so as to defuse the possibility of road rage. ⇒ Riders' progress and behaviour reported to schools after each session. ⇒ Avoid unnecessary physical contact. Avoid handling children unless there is an imminent threat. ⇒ A register is produced for all after school activities so each child is safely discharged. ⇒ School support is available for all after school activities ⇒ Where required, staff will report verbal abuse to the school and relevant Council department using their reporting system ⇒ If there are concerns regarding riders or staff safety due to a criminal act, the police will be called immediately and then the relevant Council department and parents as necessary. 	<p>LOW</p>	<ul style="list-style-type: none"> ⇒ DBS link shared with all schools
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<p>Safeguarding & Lone Working – One-to-one training and all adult training events.</p>	<p>A rider is assaulted or abused or has allegations made against by another rider, instructor or member of the public. A child is abducted.</p>	<p>MEDIUM</p>	<ul style="list-style-type: none"> ⇒ All 1:1 sessions are booked in advance and all details are confirmed with Instructor and rider by email at least 2 working days in advance. ⇒ An adult is present at the start of the session to read and sign the consent form ⇒ Riders are collected and returned to previously agreed locations. ⇒ Instructor calls rider at least 2 working days in advance. ⇒ Off road training is on pre risk- assessed locations only. ⇒ Saturday bookings between 9.00 – 13.30 only. Officer available on calls. ⇒ Instructors wear branded tabard in the public space. ⇒ Instructors do not enter riders' homes and remain in public places at all times. ⇒ Instructors are trained not to respond inappropriately to any abuse from other road users so as to defuse the possibility of road rage. ⇒ Where required, staff will report verbal abuse to the relevant Council using their reporting system ⇒ If there are concerns regarding student or staff safety due to a criminal act, the police will be called immediately and then the relevant Council and parents as necessary. 	<p>LOW</p>	
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<p>Cycle maintenance</p>	<p>Catching limbs in cycle mechanisms, injuries from tools and cables. Damaging client's cycles</p>	<p>MEDIUM</p>	<ul style="list-style-type: none"> ⇒ Instructors trained in basic cycle mechanics. Only the instructors to carry out the cycle check. ⇒ Instructor supplied with the correct tools for the job. Instructors responsible for the up keep of the tool kits. ⇒ The use of oil spray and other aerosols are closely monitored in well ventilated areas. Knives are prohibited. ⇒ Public cycle checks events (Dr Bike) for diagnostic and basic adjustments. Careful inspection of wear and tear is applied to avoid any damage of the rider's cycle with particular focus on tyres pressure and cycles with the specifications. 	<p>LOW</p>	<ul style="list-style-type: none"> ⇒ Liability paragraph on Dr Bike Sheet reviewed 2017.
<p>Weather</p>	<p>Exposure to the weather may affect riders' health</p>	<p>MEDIUM</p>	<ul style="list-style-type: none"> ⇒ For courses in winter the pre-course information should advise riders to wrap up warm. For courses in summer it should advise them to consider wearing sun block, and to bring water. ⇒ Instructors are advised to consider the effects of the weather on riders, bearing in mind that most riders are less used to being outdoors than instructors. ⇒ Instructors are advised to consider taking breaks, cutting training sessions short or changing the lesson into an indoor maintenance session in extreme conditions. ⇒ Instructors are provided with appropriate clothing. 	<p>LOW</p>	

			⇒ RBK supplied branded weatherproof jacket, waterproof trousers and durable shorts.		
Mechanical failure	A rider's cycle may undergo mechanical failure, leading to the rider to lose control	MEDIUM	<ul style="list-style-type: none"> ⇒ Riders/Parents are given information on cycle maintenance prior to training and clearly advised that they will not be allowed to use a cycle that is not roadworthy. Instructors receive training in how to do safety checks on cycles. ⇒ Instructors check riders' cycles before training. ⇒ Instructors should make sure their own cycle is roadworthy. 	LOW	⇒ Updated parental disclaimer as part of cycle checks. June 2016.
Damage to property	A rider's cycle may damage the front of a property or a stationary vehicle	LOW	<ul style="list-style-type: none"> ⇒ Instructors are aware of, and make riders aware of, this possibility. ⇒ Instructors make road survey to choose most appropriate parking area to lean bicycle over. Avoid wood fences and house walls. ⇒ Riders are trained in safe, effective riding techniques to avoid hazards. ⇒ Note to owner template issued ⇒ Dynamic snake practice in playgrounds, including U-turns. ⇒ Cautious road snake practice to enforce primary position at early stages ⇒ The sessions are suitably covered by RBK insurance 	LOW	⇒ Reviewed snaking practice at Spring CPD 2018

<p>Sudden fall</p>	<p>A rider may lose control and fall off a cycle due to lack of control skills or ill fitting equipment</p>	<p>HIGH (Complete beginners)</p> <p>MEDIUM (Any other riders)</p>	<ul style="list-style-type: none"> ⇒ Written risk assessments are carried for all fixed sites. ⇒ Pre-written surveys are supplied for all playground venues and are regularly updated. ⇒ Only roadworthy cycles are used and satisfy client's fittings and ability. ⇒ Complete beginners 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 ⇒ Riders are taught progressively so that at any one point their ability is not pushed so far that they are likely to lose control. The training programme is progressive in that each new exercise builds on the skills learned in previous exercises. ⇒ Large playgrounds are risk assessed for space and surface quality. ⇒ Helmet are strongly recommended for complete beginners adults ⇒ Riders are informed to wear appropriate clothing and shoes ⇒ There are two Instructors present - in the event of a fall, one attends to the injured party whilst the other gathers the remaining riders to a place of safety ⇒ Instructors will be first aid trained 	<p>LOW</p> <p>LOW</p>	<ul style="list-style-type: none"> ⇒ Complete beginner training at Spring CPD 2018 ⇒ Supplied additional bar end plugs and Velcro leg straps
<p>Collision (1)</p>	<p>Two riders may collide or rider</p>	<p>MEDIUM</p>	<p>Playground</p> <ul style="list-style-type: none"> ⇒ Ratios are kept within National Standard 	<p>LOW</p>	<ul style="list-style-type: none"> ⇒ Higher incidents of cars

	<p>crash into static object</p>		<ul style="list-style-type: none"> ⇒ Written risk assessments are carried for all fixed and road sites. ⇒ Pre-written road surveys are supplied for all group courses and are regularly updated. ⇒ Cycles are fully checked with accessories safely attached or removed. ⇒ Cycles are fitted to riders including the reach to brake levers when possible. ⇒ Good control skills are achieved including emergency stops and cornering small spaces at low speed in preparation of U-turns. ⇒ Snaking is practised off road, before the riders are taken on road. Snake rules include, spacing for stopping distance, fingers on brakes, minimum talking, no overtaking and no signalling. <p>On-road</p> <ul style="list-style-type: none"> ⇒ Road positioning is taught and demonstrated before snaking with the group ⇒ The ride is kept at low speed with due care to down hills, cold and wet conditions. ⇒ Behaviour is managed to minimise distractions and focus on own independent cycling. ⇒ The rear instructor dynamically active along the snake focusing on behaviour, cycle control, speed and positioning. 		<p>damages in 2018.</p> <p>Reviewed at instructors meeting Jul 2018.</p>
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<p>Collision (2)</p>	<p>A rider may collide with a pedestrian</p>	<p>LOW</p>	<ul style="list-style-type: none"> ⇒ Ratios are kept within National Standard ⇒ Large playground are risk assessed to minimise conflicts ⇒ 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. ⇒ While riding on the highway, good road positioning is taught to minimise the possibility of such a collision. ⇒ Fluorescent tabards are worn by instructors and riders while riding on the highway. 	<p>LOW</p>	
<p>Collision (3)</p>	<p>A rider/rider may collide with motor vehicle</p>	<p>MEDIUM</p>	<ul style="list-style-type: none"> ⇒ Written risk assessments are carried for all road sites. ⇒ Pre-written road surveys are supplied for all group courses and are regularly updated. ⇒ Ratios are kept within National Standard ⇒ Instructors safely move riders to various locations within a risk assessed area ⇒ We take on instructors who have lots of 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, 	<p>LOW</p>	

			<p>and how to manage riders. Good road positioning and communication techniques are taught to minimise the possibility of such a collision.</p> <ul style="list-style-type: none"> ⇒ Fluorescent tabards are worn by instructors and riders while riding on the highway. ⇒ Instructors keep riders close and in view so they are able to intercede where necessary. ⇒ 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. ⇒ Instructors are trained to ride protectively as described in section in the Bikeability Delivery Guide. ⇒ The office avoids arranging work for instructors that would involve them rushing between jobs, so there is no pressure on them to cycle faster than is safe. ⇒ Rider empowered to use “Green Cross Code” and supervised when walking crossing roads. 		
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Head injury		LOW	<ul style="list-style-type: none"> ⇒ Instructors wear helmets on all training activities. ⇒ Children must wear helmets on all training activities. ⇒ Adults riders are advised to wear helmets but they can make an informed choice as to whether not to. Riders are advised in advance of training to consider wearing helmets and are given advice on what to look for when buying one. ⇒ Maintaining the client's safe cycling skills and awareness to reduce the risk of head injury is emphasised over the relative protection a helmet can offer. Helmets can only offer limited measure to risk minimisation and they are not a prerequisite for safe cycling. No instructor should ever suggest that a cycle helmet "improves safety". Helmet can reduce the severity of head injuries resulting from a direct low-speed blow to areas of the head, such as might result from a fall or collision. ⇒ Instructors, to the best of their skills advise on the fit of the helmet, and do appropriate adjustments. 	LOW	
Spread of COVID-19 (1)	Person to person	MEDIUM	<ul style="list-style-type: none"> ⇒ Instructors follow the government social distancing guidelines. See latest Bikeability Delivery Guide on Bikeability Trust Website. 	LOW	Keep up to date with Government guidance and update instructor

			<p>https://www.bikeability.org.uk/for-instructors/coronavirus/</p> <ul style="list-style-type: none"> ⇒ When teaching or moving groups, instructors should minimise proximity to people they do not live with unless an incident, injury or illness occurs. ⇒ Frequent hand cleaning and good respiratory hygiene practices (i.e. cough into a tissue, elbow if not possible, sanitise hands afterwards, safe disposal of tissues, straight into a bag for disposal later), supervise riders' respiratory hygiene during training. ⇒ Regular cleaning of equipment ⇒ Wear masks when supporting complete beginners ⇒ Instructors must do a lateral flow test once a week 		protocols as required.
Spread of COVID-19 (2)	Equipment/PPE	MEDIUM	<ul style="list-style-type: none"> ⇒ Riders must provide their own cycle and helmet for the training. ⇒ Equipment must not be shared unless it is between people from the same household. ⇒ Instructors use hand sanitiser/wipes before and after checking each cycle or making any adjustments. ⇒ Instructors are provided with hand sanitiser, gloves and face covering (for use in emergency or first aid situation) ⇒ Instructors to bring their own pack of tissues/wipes and a plastic bag to dispose of them in. 	LOW	

<p>Spread of COVID-19 (3)</p>	<p>Illness or injury</p>	<p>MEDIUM</p>	<p>⇒ Instructors must inform RBK and not attend work if they have had symptoms (a temperature or a new continuous cough in the last 14 days) or come into contact with someone who has symptoms.</p> <p>⇒ In instances of imminent risk, or if administering First Aid, instructors may need to touch the rider. Instructor to wear gloves and a mask</p> <p>⇒ The injured person will be encouraged to do as much of their own first aid as possible. In these cases instructor and the rider sanitise/wash hands.</p>	<p>LOW</p>	
<p>Last reviewed by: Eric Chasseray</p> <p>Last review date: Jan 2022</p> <p>Date for review: Feb 2022</p>					