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| **DESCRIPTION OF TASK / ACTIVITY** | **Bikeability Session**  This generic Risk Assessment should be used as a basis for preparing an event specific Risk Assessment.  It sets out general hazards and control measures for a Bikeability Session, either held in the school grounds or a local park  Elements, such as transiting to the venue, may be removed if they are not applicable and additional elements may be added to address specific hazards of an excursion, activity or participants’ needs.  When a Bikeability session is being led by an Approved Activity Provider, the session should be run under their safety system and risk assessment. The school is still responsible for the journey to the venue and the safety of the group between activities.  It is the responsibility of the Head of Establishment / Visit Leader to prepare a Risk Assessment that recognises these general hazards and provides adequate details of the hazards and control measures of their specific excursion. |
| **LOCATION** |  |

| **Item** | **What are the hazards?** | **What are you already doing, i.e. what Control Measures are already in place?** | **Anything else you need to do to manage this risk?** | **Action by whom?** | **Action by when?** | **Done** |
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| 1 | Inappropriate activity plan | * Supervisors to be familiar with the training area and route of the activity * A member of accompanying staff will hold an appropriate First Aid qualification * Supervision ratios will be a minimum of 1:15 in a controlled playground environment and 1:8 outside of this * Young people will appropriately informed and prepared for the planned activities * Activities have been planned to suit the abilities and needs of individual group members * Does venue have easy access for Emergency Services) | In preparing excursion specific Risk Assessment you can add details of supervisor’s experience or qualification  Is supervisor familiar with the activity?  If using an Approved Activity Provider, refer to their risk assessment for Bikeability, however a risk assessment is still required for any travel to the venue  Supervision ratios may need to be increased to meet specific needs  Consider adding names of any members of staff allocated specific responsibilities during the visit |  |  |  |
| 2 | Inadequate clothing or equipment | * Young people and Parents to be informed of the activity and clothing required * Leaders will visually check equipment before use * Leaders will check that young people have appropriate clothing * Cycle helmets must be worn by all participants during the session * Helmets must be properly fitted and adjusted | Activities may have to be adjusted or curtailed if participants have inadequate clothing or equipment  Consider adding details of clothing to be worn i.e.: close fitting trousers or leggings to avoid clothing getting stuck in chain or wheels |  |  |  |
| 3 | Slips and Falls  (including Loss of control of bicycle) | * Supervisors to be familiar with the activity * Supervisors to discuss the activity plan and actions to take if problems occur * Activity has been chosen taking account the ability level of the group and weather conditions * Supervisors are to check the activity area on arrival and note any specific hazards * Participants will be briefed on the specific area being used and any out of bounds areas * A system for dealing with incidents will be in place, including effective channels of communication, a base contact and late back procedure * Ensure all members of staff and (if appropriate) young people understand the actions required in the event of an incident or emergency (including who has the list of participants and medical details, who has the emergency phone, details for contacting Emergency Services and Base Contact during the visit | This may include  Supervisors to be aware of individual needs and abilities  Supervisors must have pre-planned alternate activities if the plan needs to be curtailed  Parts of the activity may require close supervision of the group or individuals  Session plans need to be progressive to allow individuals to build skills and confidence |  |  |  |
| 4 | Collisions with other riders or members of the public | * Supervisors to be familiar with the activity * Supervisors to discuss the activity plan and actions to take if problems occur * Activity has been chosen taking account the ability level of the group and weather conditions * Supervisors are to check the activity area on arrival and note any specific hazards * Participants will be briefed on the specific area being used and any out of bounds areas * All cyclists and participants to wear high visibility vests * Participants to be briefed on riding etiquette, i.e: * Not getting to close to other people * Give way to others * Everyone to cycle in single file * No overtaking * Must leave at least 1m between bicycles. * Both wheels on the ground at all times * A system for dealing with incidents will be in place, including effective channels of communication, a base contact and late back procedure * Ensure all members of staff and (if appropriate) young people understand the actions required in the event of an incident or emergency (including who has the list of participants and medical details, who has the emergency phone, details for contacting Emergency Services and Base Contact during the visit | This may include  Supervisors to be aware of individual needs and abilities  Supervisors must have pre-planned alternate activities if the plan needs to be curtailed  Parts of the activity may require close supervision of the group or individuals  Session plans need to be progressive to allow individuals to build skills and confidence |  |  |  |
| 5 | Traffic | * Clear procedures to be set for behaviour during transit to the activity area and young people will be informed on the correct techniques for walking on or crossing roads * Adequate supervision ratios (minimum 1:10) * Young people must be supervised when on or near roads * If travelling to a local park for the session, bicycles should be pushed to the area. Young people to be informed of the risk of hitting shins with peddles * Ensure all members of staff and (if appropriate) young people understand the actions required in the event of an incident or emergency (including who has the list of participants and medical details, who has the emergency phone, details for contacting Emergency Services and Base Contact during the visit | Consider adding additional control measures as prompts to staff. For example:  Frequent head counts  All adults to wear fluorescent bibs  Adults placed at the front and rear of the group.  Additional adults to be distributed amongst group (if available)and at the front and back.  At least 1:10 ratio  Ensure group walk slowly to keep group together |  |  |  |
| 6 | Delayed access to medical assistance | * Member of accompanying staff will have an appropriate First Aid qualification * Appropriate first aid equipment will be carried by the supervisor * All group members have be briefed on the actions to take in the event of an incident or emergency * A system for dealing with incidents will be in place, including effective channels of communication, a base contact and late back procedure * Ensure all members of staff and (if appropriate) young people understand the actions required in the event of an incident or emergency (including who has the list of participants and medical details, who has the emergency phone, details for contacting Emergency Services and Base Contact during the visit | Consider briefing young people on what they need to do if a problem occurs |  |  |  |
| 7 | Young person (s) lost | * Supervisors to be aware of participants * Young people have been briefed on what to do if they become separated from the group, including location of any meeting points * A system for dealing with incidents will be in place, including effective channels of communication, a base contact and late back procedure * Ensure all members of staff and (if appropriate) young people understand the actions required in the event of an incident or emergency (including who has the list of participants and medical details, who has the emergency phone, details for contacting Emergency Services and Base Contact during the visit | Consider adjusting supervisor ratios for individuals at specific risk |  |  |  |
| 8 | Weather  Current weather conditions  Rapid changes to conditions | * Supervisors will obtain weather forecast for duration of activity * Leaders will ensure that each participant is appropriately clothed and has sufficient food and water * A member of accompanying staff will be First Aid trained * Supervisors will modify or curtail the activity if prevailing conditions are inappropriate for the group or the planned activity | Consider needs of individual group members with additional support needs  Consider pre-planned wet weather alternatives |  |  |  |
| 9 | Pre-existing medical conditions | * Parents must complete consent and medical information forms * Supervisors must familiarise themselves with any pre-existing medical conditions * A member of accompanying staff will be First Aid trained * All staff and group members to be briefed on the location and use of any inhalers or auto-injectors carried by members of the group | Consider adding details of any pre-existing medical conditions |  |  |  |
| 10 | Inappropriate behaviour | * Code of conduct agreed with all group members prior to the expedition | Consider adding details for supporting specific individuals |  |  |  |
| 11 | Other members of the public | * Prepare code of behaviour to avoid disturbing others * Clearly set areas for the activity to ensure group can be monitored at all times |  |  |  |  |
| 12 | Insect and animal bites and stings | * Supervisors must be briefed on potential hazards, safety precautions and appropriate First Aid, including Ticks and Lime’s disease, insect stings and adder bites | Dependent on the route, consider also including hazards and precautions for drinking water from natural sources |  |  |  |
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| **Prepared by:** | |  | **Date:** |  | | |
| **Date for review:** |  | | |
|  | | | | | | |
| **Checked and Approved by:** | |  | **Date:** |  | | |