



West Sussex County Council
Bikeability Generic Risk Assessment



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| Activity: Wheels for All Horsham Cycling Club | Department: Road Safety |
| Date of Assessment: April 2023 | Assessment carried out by: Road Safety Officer/Cycle Training Development Officer |
| Review Date: April 2024 | Who is at risk? Instructors, trainees, public |
| Site specific risk assessments will be carried out prior to each training session at individual locations. | |

| What is the hazard? | Who is at risk? | Level of risk (high, medium or low) | Control measures | Further potential control measures |
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| Entrance and Exit to track | Public/ Riders/ Instructors | Low | When entering or exiting the track- riders and family's must use the one-way system put in place by the bridge leisure centre. | Track entrance at the top of the ramped walkway- track exit at the rear of the grandstand. Both entrance and exit are signed. |
| Session cycles/ Transportation | Public/ Riders/ Instructors | Low | Instructors to only transfer cycles booked for training over to the Bridge site. Un booked cycles must stay at the BBH WSCC Highways depot | |
| Session sign on- Unannounced attendance | Public/ Riders/ Instructors | Low | Horsham WFA must now operate on a reduced number of riders at any one time. Each weekly session will now have a maximum of 4 groups on track at any one time- this will allow 6 groups in total to train over a standard session. | All riders must pre book their attendance at WFA online via a first come first serve link. Capacity for additional session to be reviewed should the demand be there. Any rider turning up without pre booking will regrettably be turned away. |

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| Session Sign on - Resources | | Low | All resources will now be online including: <ul style="list-style-type: none"> • Consent for training • Emergency contact details • Allergies (WFA must ensure that riders allergies are identified) | All riders along with family/ support staff must confirm their details before attendance. All attendees must report if they have experienced C19 symptoms if with 7 days of training session. |
| Group sizing | Public/ Riders/ Instructors | Low | Sizes of groups attending Horsham WFA at the Bridge athletics track will be limited to 6 people (Excluding WFA staff member) | Any future variation to group sizing relating to leisure activity via government will be communicated to all WFA Horsham members as and when implemented by government. |
| Session Timings | Public/ Riders/ Instructors | Low | In order to avoid overcrowding upon session arrival and conclusion, WFA Horsham will stagger session start and finish times | |
| Track entry | Public/ Riders/ Instructors | Low | Before entering the track, all riders and supports must use hand sanitiser provided. A WFA staff member will be on hand to direct usage. Entry to the track will be via the walkway ramp- only one group to use ramp at a time | If the walkway ramp is in use. New arrivals must wait away from the entrance in excess of two metres. A WFA staff member will be on hand to coordinate ramp usage. |
| Refreshments | Public/ Riders/ Instructors | Low | No refreshments will be provided | Attendees must provide their own refreshments |
| Instructor/ cycle allocation | Public/ Riders/ Instructors | Low | Once on track riders and support staff will be allocated an instructor along with their reserved cycle. Rider must wait to be given their cycle by their instructor. | |

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| Bicycle adjustment | Public/ Riders/ Instructors | Low | Any cycle adjustment must be done by a WSCC instructor. Riders must not be on cycle during works. | |
| Riding equipment | Public/ Riders/ Instructors | Low | WFA Horsham to recommend that all riders bring their own cycle helmet. After use, helmets must be left next to the cycle- on the floor. | All helmets must be adjusted and fitted by a member of the rider household or support staff. For further advice on cycle helmet usage- contact the WSCC Cycle training development officer on 07702919750 |
| Dual Cycle Control | Public/ Riders/ Instructors | Low | Riders wishing to use a dual control cycle (wheelchair bike/ side by side handcycle/ Tandems) must attend with a family member or member of the bubble to ride with. This person must be 16 years or above and have good bicycle control skills | |
| Rider assistance for cycle and riding equipment (Wheelchair bike) | Public/ Riders/ Instructors | Low | Wheelchair cycle will require additional support for WFA instructors. When loading the cycle instructors should delegate as much of the loading process to support staff but may need to operate the mechanical mechanisms such as loading ramp and ratchet fixings. | |
| Sharing track space | Public/ Riders/ Instructors | Low | Each rider will be given their own allocated instructor. The instructors will ensure social distancing is kept throughout the session. | Instructors should control a groups speed to ensure all passes can be made safely and with plenty of space |

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| | | | <p>When groups pass on track:</p> <ul style="list-style-type: none"> • Slower groups keep to the inside of the track • Faster groups to keep to the outside of the track • Communication between groups must be made verbally/ by ringing bells/ or establishing visual contact • No more than 2 groups can pass at anyone time. If this is not possible riders must wait until it is safe to pass. | |
| Mechanical issues | Public/ Riders/ Instructors | Medium | Should a cycle fail and require mechanical assistance, all riders must vacate the cycle. Instructors to maintain cycles. | Riders must not use additional cycles whilst their reserved bike is being maintained. |
| Track use | Public/ Riders/ Instructors | Low | Should any other parties attempt to use the track (athletics club- fitness group) Training must be suspended immediately | WFA will have exclusive use of the track. Any additional use of track must be reported immediately to the Bridge management. 01403211311 Duty Manager |
| Toilet/ Changing spaces use | Public/ Riders/ Instructors | Medium | All on track toilet facilities are currently prohibited. The Bridge leisure centre provides the nearest toilet facility including a changing places facility | If toilets are required during training, regrettably, we cannot add extra time onto the booked training session. |
| <p>FURTHER CONTROLS:</p> <p>First aid kit carried by lead instructor</p> | | | | |

Instructors will have consent from parents as well as any required medical information for all children

All trainees will wear a properly fitted cycle helmet

Each group will receive a briefing before each session

Comments / Additional Notes:

Instructors must ensure that they check this RA for updates before each course of training.

Should an instructor experience a situation not covered in this document, they must suspend training immediately and call WSCC Bikeability management.

This document must be made available to all school staff/ parents and carers.