



West Sussex County Council  
Bikeability Generic Risk Assessment



<b>Activity:</b> Wheels for All Horsham Cycling Club	<b>Department:</b> Road Safety
<b>Date of Assessment:</b> August 2020	<b>Assessment carried out by:</b> Road Safety Officer/Cycle Training Development Officer
<b>Review Date:</b> April 2021	<b>Who is at risk?</b> 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
Instructor PPE			<p>All instructors booked to work must carry WSCC issue face mask/ gloves and alcoholic wipes</p> <p>PPE must be worn when transferring rider's cycles to and from the BBH WSCC Highways Depot and the Bridge Leisure Centre track.</p> <p>Any mechanical adjustments made to cycles can only be carried out by instructors/ Instructors must wear gloves and face mask- then wipe over the areas on the cycle they have touched.</p>	Instructors may choose to use personal face mask
Session cycles/ Transportation			Instructors to only transfer cycles booked for training over to the Bridge site. Un booked cycles must stay at the BBH WSCC Highways depot	

Cycle sanitation			Before and after each WFA session, all booked cycles must be sprayed with disinfectant spray and wiped down.	Each booked instructor will have an allocated bike for their session rider. That instructor must ensure the cycles condition is met
Cycle storage at The Bridge			Instructors to place booked cycles sporadically across bridge athletics track in order to avoid riders engaging on the wrong cycle.	On occasion, some cycle may need to be wheeled down to riders upon their arrival.
Session sign on- Unannounced attendance	Public/ Riders/ Instructors	High	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.
Session Sign on - Resources			All resources will now be online including: <ul style="list-style-type: none"> <li>• Consent for training</li> <li>• Covid 19 questionnaire</li> <li>• Track and Trace details</li> <li>• Emergency contact details</li> <li>• Allergies (WFA must ensure that riders allergies are identified – for example should any PPE disinfectant cause reaction)</li> </ul>	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. Any groups who have displayed symptoms must attend WFA for 14 days
Riders/ Family members/ Support staff			Each rider present may request attendance of a family member or support/care staff. These attendees must be either from the same household or bubble.	Physical support for WFA is currently suspended unless due to an emergency. All physical support must be provided by rider's family/support staff

Session Timings			In order to avoid over crowding upon session arrival and conclusion, WFA Horsham will stagger session start and finish times	Session 1: 16:15 – 17:15 Session 2: 16:30 – 17:30 Session 3: 16:45 – 17:45 Session 4: 17:00 – 18:00 Session 5: 17:15 – 18:15 Session 6: 17:30 – 18:30
Track entry			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 walk way ramp- only one group to use ramp at a time	If walk way 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			<b>No refreshments will be provided</b>	Attendees must provide their own refreshments
Instructor/ cycle allocation			Once on track riders and support staff will be allocated an instructor along with their reserved cycle.	Instructor to maintain a 2 metre distance from the group at all time
Bicycle adjustment			Any cycle adjustment must be done by a WSCC instructor.  Riders must not be on cycle during works.	Full PPE (Mask and gloves) must be worn for all adjustments. Adjusted component must then be wiped down with alcoholic wipe from instructors.
Riding equipment			<b>WFA Horsham to recommend that all riders bring their own cycle helmet.</b> Helmets can be lent, but must be quarantined for 72 hours before and after use.	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 07702 919750
Rider assistance for cycle and riding equipment			All assistance mounting and de mounting cycles must be provided by rider's family members or	

			support staff. WFA instructors will be on hand to oversee direction at a 2 metre distance.	
Rider assistance for cycle and riding equipment (Wheelchair bike)			<p>Wheelchair cycle will require additional support for WFA instructors.</p> <p>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.</p>	Instructors <b>MUST</b> wear their face masks and gloves. Any area of the cycle contacted by instructors must be wiped clean immediately.
Sharing track space			<p>Each rider will be given their own allocated instructor. The instructors will ensure social distancing is kept throughout the session.</p> <p>When groups pass on track:</p> <ul style="list-style-type: none"> <li>• Slower groups keep to the inside of the track</li> <li>• Faster groups keep to the outside of the track</li> <li>• Communication between groups must be made verbally/ by ringing bells/ or establishing visual contact</li> <li>• No more than 2 groups can pass at anyone time. If this is not possible riders must wait until it is safe to pass.</li> </ul>	Instructors should control a groups speed to ensure all passes can be made safely and with plenty of space
Mechanical issues			<p>Should a cycle fail and require mechanical assistance, all riders must vacate the cycle.</p> <p>Instructors to maintain cycles wearing full PPE. Once works are complete, instructors must wipe clean areas worked on.</p>	Riders must not use additional cycles whilst their reserved bike is being maintained.

Track use			Should any other parties attempt to use the track (athletics club-fitness group) <b>Training must be suspended immediately</b>	WFA will have exclusive use of the track. Any additional use of track must be reported immediately to the Bridge management on 01403 211311 (Duty Manager)
Toilet/ Changing spaces use			All on track toilet facilities are currently prohibited.  The Bridge Leisure Centre provide the nearest toilet facilities including a Changing Places facility	If toilet use is required during training, regrettably, we cannot add extra time onto the booked training session.

**FURTHER CONTROLS:**

First aid kit carried by lead instructor

Instructors PPE to include vinyl gloves, face masks and alcoholic wipes

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 **and high vis tabards**

Each group will receive a briefing before each session

**Comments / Additional Notes:**

As the government advice of Covid 19 continues to update, this risk assessment will evolve. 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.