



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 2021	<b>Assessment carried out by:</b> Road Safety Officer/Cycle Training Development Officer
<b>Review Date:</b> April 2022	<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	Public/ Riders/ Instructors	High	<p>WFA Instructors will continue to carry WSCC PPE issue facemasks, gloves and antibacterial wipes.</p> <p>WFA instructors will continue to wear PPE when supporting riders access cycles, or when working in close proximity to a rider (for example dual control cycles)</p>	<p>Instructors may choose to use a personal face mask or visor</p> <p>If any WFA club member wishes to discuss PPE use at WFA, please ask a member of WFA staff upon arrival.</p>
Lateral Flow Testing (LFT)	Public/ Riders/ Instructors	High	<p>All WSCC Bikeability staff currently conducting twice weekly LFT (Test one at the beginning of the week, test two in the middle of the week)</p> <p>Any instructors producing a Covid-19 positive test must not attend WFA and follow government guidance: <a href="https://www.gov.uk/government/publications/how-to-stop-the-spread-of-coronavirus-covid-19/how-to-stop-the-spread-of-coronavirus-covid-19">https://www.gov.uk/government/publications/how-to-stop-the-spread-of-coronavirus-covid-19/how-to-stop-the-spread-of-coronavirus-covid-19</a></p>	<p>WSCC Instructors and club members can obtain LFT testing kits by ordering online, more information can be found here: <a href="https://www.gov.uk/government/publications/how-to-stop-the-spread-of-coronavirus-covid-19/how-to-stop-the-spread-of-coronavirus-covid-19">Order coronavirus (COVID-19) rapid lateral flow tests - GOV.UK (www.gov.uk)</a></p>

C-19 Symptoms	Public/ Riders/ Instructors	High	Should any WFA club member display C-19 symptoms on the date of an intended WFA session, please do not attend WFA	Further guidance on what to do if you become C-19 symptomatic can be found here: <a href="https://www.gov.uk/guidance/coronavirus-covid-19-guidance-and-support">Coronavirus (COVID-19): guidance and support - GOV.UK (www.gov.uk)</a>
Entrance and Exit to track	Public/ Riders/ Instructors	High	When accessing the athletics track, WFA club members to use the access ramp entrance via the bridge car park.  WFA club members must not obstruct the ramp.	WFA club members to use ramped walkway one group at a time.
Hand Sanitiser	Public/ Riders/ Instructors	High	All WFA attendees arriving should use hand sanitiser provided upon arrival. Hand sanitiser can be found at the track entrance	Should a rider need to wipe clean a surface- anti bacterial wipes can be obtained via WFA staff
Cycle sanitation	Public/ Riders/ Instructors	High	<b>All WFA club members are requested to sanitise their selected cycles before and after use.</b>  Anti- bacterial/ sanitation wipes will be available in the cycle “pit area”.	Should you require assistance sanitising your selected cycle, please inform a WFA staff member.
Session sign on-	Public/ Riders/ Instructors	High	<b>All Horsham WFA members to book their training slot online via the HDC website prior to attending their session.</b> Further details can be found here: <a href="https://www.horsham.gov.uk/cycling">Horsham Wheels for ALL inclusive cycling   Horsham District Council</a>  <b>WFA staff will not be handling cash payment for training</b>  WFA club members are free to arrive and depart the sessions any time between 16:30 and 18:00 on the day of their session	WFA has now returned to a “drop-in session” model, however we do advise attendees to keep socially distanced where possible throughout training.  Carers and family members not riding are respectfully asked to observe training away from the cycle “pit” area  Carers and family members are free to use the grandstand seating whilst maintaining social distance from other groups.
Session Sign on - Resources		High	All resources will now be online including: <ul style="list-style-type: none"> <li>• Consent for training</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.

Riders/ Family members/ Support staff		High	Carers and family members supporting WFA members are respectfully asked to ensure they sanitise their cycles after use	
Session Timings	Public/ Riders/ Instructors	High	WFA will be open for club members between 16:30 and 18:00 on each day of planned training.  We respectfully ask that any attendees arriving early do not use bikes until invited to by instructors (instructors may still be sanitising cycles)	Riders/ carers and family members do not need to confirm the exact time of their arrival/ departure from Horsham WFA session
Refreshments	Public/ Riders/ Instructors	High	No refreshments will be provided	Attendees must provide their own refreshments
Instructor/ cycle allocation	Public/ Riders/ Instructors	High	Riders may select independently select their own cycle for training.  It is the rider/ carer/ parents responsibility to ensure that the cycle is sanitised before use.	Where a cycle is already in use, please inform a WFA staff member who will ensure cycle handover once cycle is free.  Due to popularity of some cycles and waiting list may be required.
Bicycle adjustment	Public/ Riders/ Instructors	High	Any cycle adjustment must be done by a WSCC instructor.  Parents/ carers must not carry out any works to WFA cycles Parents/ carers must not access any WFA tools  Riders must not be on cycle during works.	Full PPE (Mask and gloves) may be worn for all adjustments. Adjusted component may then be wiped down with anti-bacterial wipes from instructors.
Riding equipment	Public/ Riders/ Instructors	High	WFA Horsham to recommend that all riders bring their own cycle helmet. Helmets can be borrowed but must be quarantined for 72 hours before and after use.  All used WFA helmets must be returned to the WFA used helmet bin.	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 <b>07702 919 750</b>
Dual Cycle Control	Public/ Riders/ Instructors	High	Riders wishing to use a dual control cycle (wheelchair bike/ side by side handcycle/ Tandems) are advised to attend their session with a family member or carer.  This person must be 16 years or above and have good bicycle control skills	WFA staff may be available to support with dual control cycles- however this must be requested before training commences.

				For all enquiries regarding support with dual control cycles, contact the cycle training development officer on: <b>07702 919 750</b>
Rider assistance for cycle and riding equipment (Wheelchair bike)	Public/ Riders/ Instructors	High	Wheel chair 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.	Instructors <b><u>MUST</u></b> wear their face masks and gloves. Any area of the cycle contacted by instructors must be wiped clean immediately.
Sharing track space	Public/ Riders/ Instructors	High	Please ensure that when using the track: <ul style="list-style-type: none"> <li>• Slower groups keep to the inside of the track</li> <li>• Faster groups to 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>	All enquires relating to track etiquette should be made to a WFA staff member.  If you have any concerns relating to another WFA members track use- please inform a WFA staff member.
Mechanical issues	Public/ Riders/ Instructors	High	Should a cycle fail and require mechanical assistance, all riders must vacate the cycle.  WFA members to refer faulty cycle to WFA staff members.  Once works are complete, instructors must wipe clean areas worked on.	Riders awaiting cycle adjustment to wait in the grandstand seating area
Track use	Public/ Riders/ Instructors	High	<b>Should any other parties attempt to use the track (athletics club- fitness group) Training must be suspended immediately</b>	<b>WFA will have exclusive use of the track. Any additional use of track must be reported immediately to the Bridge management. 01403211311 Duty Manager</b>
Toilet/ Changing spaces use	Public/ Riders/ Instructors	High	All on track toilet facility's are currently prohibited.  The Bridge leisure centre provides the nearest toilet facility including a changing places facility	If toilets are is required during training, regrettably, we cannot add extra time onto the booked training session.
<b>FURTHER CONTROLS:</b>				

First aid kit carried by lead instructor

LFT kits <https://maps.test-and-trace.nhs.uk/#>

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

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. WFA club members and WFA staff must ensure that they check this RA for updates before each course of training.

Should an WFA staff member 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.