

Ref: GH-ES 013v2 Balance Bike

Risk assessment and plan

Refer to the Sustrans Risk Assessment Procedure (H&S/PRO/02) and Risk Assessment Standard (H&S/PRO/12) for further information on assessing and managing risks.

Description of activity			
Event location	Schools in Peterborough	Event date	Various (within 2017-2018 academic year)
Sustrans H&S references	See helmet policy for U16s.	Additional references	This document to be read in conjunction with the RA tracker sheet

Description of work activities, processes, etc. covered by the assessment:

Session is run with KS1 reception or year 1 utilising the Peterborough Bike It balance bikes or where available the schools balance bikes. The aim is to progress trainees to the point where they can confidently push and glide on balance bikes, preparing them to move on to learning to ride pedal bikes. We aim to train school staff how to run the session and then allow the school to borrow the Bike It balance bikes to run their own sessions.

Location of activity:- Please refer to details on RA Tracker sheet

Sustrans out of hours emergency telephone number: 08448 480226

* Refer to "Risk quantification model" on the last page

What are the hazards?	Who might be harmed and how?	Control measures	Risk Rating*	Do you need to do anything else to manage this risk?	Action by whom and when?	Date Action Complete
Inappropriate bike The cycle is poorly suited, adjusted, or maintained. Too big, too small.	Participating cyclists (+ instructor & assistants) At risk of: Use of an inappropriate bike could lead to strains/soreness to knees/ankles/back etc or loss of control (resulting in fall from bike or collision)	<input type="checkbox"/> Where Bike It pool bikes are being used these were all assembled by a qualified cycle mechanic and checked prior to first use and will be checked each time before they are taken to a school and after they are returned following the M check process. <input type="checkbox"/> Where school bikes are being used they will all undergo at least an ABC check prior to use <input type="checkbox"/> <i>Pool bikes (if provided) will be checked and sized to the participants before use</i> <input type="checkbox"/> Riders will be asked to report any sudden problems immediately to the session supervisor or an assistant for assessment. <input type="checkbox"/> All supervisors will be asked to keep a careful watch on all riders, to identify any riders showing signs of struggling with their bikes.	1	<input type="checkbox"/> Ensure regular checks of the Sustrans Frog Balance bikes <input type="checkbox"/> Where school balance bikes are being used and the bike is found to be faulty, the bike will not be used during the session.	Eric Schneider and Gemma Hughes	
Adverse weather conditions Weather is extremely cold/hot, windy, heavy rain, sleet/snow	Participating cyclists, instructor and assistants At risk of: Cold, wet/damp clothes. Sunburn, heat exhaustion, heat stroke, dehydration.	<input type="checkbox"/> The weather conditions will be assessed on the day. <input type="checkbox"/> The duration of the session will be appropriate to the ability and age of the participants and pupils will be advised to wear suitable clothing and bring water and sunscreen. <input type="checkbox"/> Adequate breaks will be provided for the weather conditions <input type="checkbox"/> Should the weather prove unfavourable and potentially dangerous, the session will be shortened or re-scheduled or cancelled	1	<input type="checkbox"/> Participants are encouraged to bring a bottle of water along to the session. <input type="checkbox"/> Possibly practise some skills under a sheltered area, e.g. gym or school hall <input type="checkbox"/> Bike It can lend out children's gloves for those that have forgotten to bring them.		

What are the hazards?	Who might be harmed and how?	Control measures	Risk Rating*	Do you need to do anything else to manage this risk?	Action by whom and when?	Date Action Complete
<p>Fall from bike or collision</p> <p>A fall following loss of control of the bike through the condition of the surface, punctures, or slow speed falls whilst negotiating obstacles or not judging the braking/terrain accurately.</p> <p>A collision with another rider, pedestrian, helper, structure, tree / bush in the surrounding area</p> <p>Fatigue, loss of concentration or complexity of task may also be a factor.</p>	<p>Participating cyclists (pupils, assistants, helpers)</p> <p>At risk of:</p> <p>Minor - cuts, grazes, bruises, bumps, sprains, splinters</p> <p>Major - serious trauma, head, spine, internal injuries, shock</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Ensure helmets are correctly sized and fitted where used* <input type="checkbox"/> Sustrans will supply helmets for sessions run by officers. The helmets were purchased new and will be inspected for damage before each session <input type="checkbox"/> Conduct a visual inspection of the area before the session, to clear any puncture hazards and identify any surface defects <input type="checkbox"/> Keep pupils cycling at a sensible speed (suitable to their ability level and the skills being performed) <input type="checkbox"/> Instruct pupils in stopping techniques and correct use of brakes early in the session. Encourage them to cover their brakes at all times <input type="checkbox"/> Ensure a safe distance is maintained between cyclists (<i>one bike length</i>) <input type="checkbox"/> Clear any hazards from the surrounding area and cone off the boundaries of the playground and any other potential hazards that cannot be removed. <input type="checkbox"/> No pedestrians will be allowed onto the playground/field area during the session. If a pedestrian or pupil enters the area the session may be halted. <input type="checkbox"/> Any parents/carers or assistants helping individual children will be briefed about the session and warned of possible collisions <input type="checkbox"/> If a rider is involved in a fall or collision and is safely able to continue with the session then their bike must be checked for any significant damage resulting from the fall/collision before continuing. <input type="checkbox"/> All children will be instructed to walk their bikes from and to the cycle storage area, and will be escorted both ways by an adult. <input type="checkbox"/> Minor consequences – can be treated on the spot by instructor or by first aiders <input type="checkbox"/> Major consequences – make the person safe and immediately call for emergency medical help 	1	<ul style="list-style-type: none"> <input type="checkbox"/> Groups are kept to a small size (max 10 pupils per session) to allow for more space when learning to ride. <input type="checkbox"/> Lesson length is no more than 60 minutes long <input type="checkbox"/> Session will be halted when cats lay or walk into the middle of the training area. They will be encouraged to move away. 		

What are the hazards?	Who might be harmed and how?	Control measures	Risk Rating*	Do you need to do anything else to manage this risk?	Action by whom and when?	Date Action Complete
Existing medical conditions Undertaking the activity leading to the onset of an existing condition, e.g. asthma attack, hearing/ vision problems	Participating cyclists (pupils, assistants) At risk of: Onset of an existing condition, e.g. asthma attack, hearing/ vision problems.	<input type="checkbox"/> In advance of the sessions, the school will be asked to identify any pupils who have existing medical conditions and how to deal with these conditions should they occur. <input type="checkbox"/> All supervisors will be expected to watch those in the group, to identify any riders showing signs of the above. <input type="checkbox"/> Any pupils exhibiting signs or symptoms should be stopped for immediate assessment, and if necessary, be treated. <input type="checkbox"/> Parents/carers if present will have responsibility for their child	2			
Disruptive behaviour Severe disruptive behaviour could distract other cyclists or instructor, causing an accident or slowing down the session	Participating cyclists, instructor and assistants At risk of: Could cause fall from bike or distress amongst other participants	<input type="checkbox"/> Officers should always be accompanied by a school staff member who should be trained to deal with disruptive or challenging behaviour <input type="checkbox"/> Any pupil continuing to disrupt the session will be escorted back to the classroom	1			

* Helmets - Helmets will be provided during officer led sessions and will be compulsory during those sessions. Sustrans encourage helmet use but cannot enforce them for school run sessions. See helmet policy for U16s.

(Optional) List any supporting documents, photographs, plans, etc attached to the report:

Please see Parents letter on next page

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Balance Bikes: For beginners

Dear Parent/Carer,

As part of your school's involvement with the Sustrans Bike It project, we have arranged for some playground based '**balance bikes**' sessions. The sessions are **FREE**.

Time and Date: *To be edited by school*

Where: *To be edited by school*

The session will be supervised by Eric Schneider or Gemma Hughes your school's Bike It officer.

N.B. This session is designed to improve children's balance skills and prepare them for learning to use pedal cycles

ESSENTIAL INFORMATION

- Balance bikes will be provided by Sustrans Bike It or the school.
- Please bring a drink along to the session
- It's advisable to wear a cycle helmet, (which can also be provided by Sustrans Bike It during the session) warm, comfortable, close fitting clothes and a smile!

The session is suitable for children unable to ride **without stabilisers** and this will be organised by your school teacher.

Please return the reply-slip for your child to take part in the session.

Thank you.



Please return this slip to the school office if you wish your child to take part. Thank you.

Balance Bikes: For Beginners

Name of your child: _____ Class: _____

I give permission for my child to take part in the '**Balance Bike**' session.

My child **CANNOT** cycle without stabilisers at the moment.

Yes No

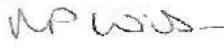
Signed: _____ Please state your relationship to the child: _____

- I understand all of the essential information listed above

Photos may be taken in the session to be used in the Bike It Newsletter. If you do not wish your child's photos to be used in any publicity for both the school and Sustrans Bike It project please tick here:

Event staff		
Name	Role	Contact telephone number
Gemma Hughes and/or Eric Schneider	Main Instructor	07554 431327 (GH) or 07824 486172 (ES)

Plan completed by			
Name		Date	22/08/2017
Gemma Hughes & Eric Schneider			

Plan reviewed and approved by				
By implementing this plan, I am satisfied that the Health and Safety risks associated with the event will be reduced to an acceptable level.				
Name & position		N/A	Date	
Line manager signature (if counter signature required)		Rowan Wilson – Delivery Co-ordinator	Date	22/08/17

- You will need to allow a minimum of two weeks before the date of the event/activity to allow your line manager time to review and authorise the RA plan**

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Risk quantification model:

Probability (Pr) rating	Severity (Se) rating		
	Minor (1)	Serious (2)	Major (3)
Low, may happen (1)	1	2	3
Medium, could happen (2)	2	4	6
High, will happen (3)	3	6	9

Risk categories:

Acceptable	Marginal	Moderate	Unacceptable
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A. Risk quantification model:

The 'risk quantification model' provides an estimator that can be used to ensure a consistent approach is used for quantifying risks based on a simple matrix of 'probability of occurrence' and 'severity of outcome'. In effect, risk equals probability multiplied by severity, $R_i = Pr \times Se$.

Probability (Pr) that an event will occur.

Probability (Pr)	Rating	Criteria to consider in relation to the hazard being assessed
Low, may happen	1	Where harm will seldom occur. A hazard is rarely approached and/or is infrequently present in the workplace, e.g. a less than 25% chance that the hazard will be experienced if, for example, the work was being undertaken for an 8-hour average working day.
Medium, could happen	2	Where harm will often occur. A hazard is sometimes approached and/or is frequently present in the workplace, e.g. between a 25% and 75% chance that the hazard will be experienced if, for example, the work was being undertaken on for an 8-hour average working day.
High, will happen	3	Where it is certain that harm will occur. A hazard is always approached and/or is permanently present in the workplace, e.g. a greater than 75% chance that the hazard will be experienced if, for example, the work was being undertaken for an 8-hour average working day.

Severity (Se) of the outcome if the event is realised.

Severity (Se)	Rating	Criteria to consider in relation to the hazard being assessed
Minor	1	Injuries that are unlikely to be reportable under RIDDOR, e.g. superficial or minor first-aid injuries such as minor cuts, bruises, eye irritation, nuisance skin irritation, transient or non-persistent coughing etc; and small fires with little or no disruption.
Serious	2	Injuries that are likely to be reportable as a >3-day injury under RIDDOR, such as lacerations, burns, strains and sprains, minor fractures to the fingers or toes, non-permanent work-related upper limb disorders, eye irritation, persistent coughing, nausea, breathing distress, dermatitis, chrome and other ulcerations; and minor fires causing transient disruption.
Major	3	Injuries that are likely to be reportable as major injuries under RIDDOR, such as fatalities, amputations, major fractures, multiple injuries, permanent work-related upper limb disorders, poisonings, permanent or semi-permanent blindness, occupational cancers, acute or severely life-shortening diseases, occupational asthma, etc; and fires causing significant disruption and/or major loss to or destruction of property or premises.

A.2 The following explains the typical actions required to manage different risks categories. In simple terms, the higher the risk category, the greater the potential for a serious incident, injury or fire and, consequently, greater controls are required.

(i) An unacceptable (or high) risk, a risk rating of 9.

Such risks in the workplace are unacceptable and work should not commence. If work is in progress, it must be stopped immediately until such actions are taken as to reduce or control the risk to an acceptable level. Temporary controls, except in an emergency situation would not be sufficient to justify work commencing or continuing. Risk reduction plans should be documented and fully implemented before recommencing work.

(ii) A moderate risk, a risk rating of 6.

Such risks are unacceptable and work should not commence. If work is already in progress, it should be suspended until such actions are taken as to reduce or control the risks. This could include the use of temporary control measures until a permanent solution is implemented. Existing controls require careful management and supervision to ensure their effective implementation. A written action plan should be developed to further reduce or control the risks.

(iii) A marginal risk, a risk rating of 3 or 4.

Such workplace risks are tolerable and, generally, work can commence or continue. However, if appropriate, a written action plan should be developed to further reduce or control the risks to a more acceptable level. The existing control measures are generally appropriate to control or manage the risks, but require on-going management supervision, such as by an audit, to ensure their continuous implementation.

(iv) An acceptable (or low) risk, a risk rating of 1 or 2.

Such risks are, generally, seen as being acceptable without any specific workplace controls being required. Any existing controls are appropriate to manage the risks. Management supervision and employee training are required to ensure the existing controls, including the use of personal protective equipment (PPE), are implemented.

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