

Bruce Daykin Cycle Coaching

Risk Assessments



V5.0

June 2020

RA Form Completed By

Address and Contact Details of Training Base

Names of Roads etc.

Risk Assessment Date:
Latest RA date for this site:
Is this the only site used by this group?
YES/NO
Has this assessment been undertaken because of a change in condition of this site?
YES/NO

Coaching Adult Clients

The section below is for hazards affecting cyclists, Coaches/helpers and any other road user who may be affected by the training session.

Group Affected Please Tick		Hazard & Location	Severity of Risk 1 – no injury 2 – cuts or grazes 3 – moderate injury 4 – serious injury 5 – death	Likelihood of Occurrence 1 – very unlikely 2 – unlikely 3 – likely 4 – very likely 5 – almost certain	Risk Rating (severity x likelihood) 1/6 monitor 7/11 inform personnel 12/15 review measures Introduce new measures 16/19 issue warnings and instructions 20/25 stop the activity	What Control Measures or Action Points are Required?
Client	✓	Collision with moving or speeding vehicle.	3-5	2	6-10	Hi-vis and helmets to be worn by Coach and offered to all clients. Coaches to use roads in line with client ability and session requirements. Client's activity under supervision. Clients coached progressively. Sites for coaching risk assessed prior to delivery and dynamically risk assessed. Coach to be in position to observe traffic movement and to be within distance for clear verbal instruction and be able to maintain visual contact with clients. Coaches to be familiar with shepherding/snaking techniques for movement of clients in traffic.
Coach	✓					
Pedestrian						
Driver	✓					
Other Cyclist						
Other: State						
Client	✓	Fall from cycle – Traffic free session	1-5	3	3-15	Clients to be supervised and support offered as required. Coach helmets to be worn, except in non-riding coaching such as learn to ride. Helmet to be offered and recommended to clients prior to activity.
Coach	✓					
Pedestrian						
Driver						
Other Cyclist						
Other: State						

						Client brief to be discussed and consent forms to be read prior to activity. Note made for clients who are highlighted as less confident or new to riding. Sessions to be tailored to client need and progressive. Actively assess client ability and progression throughout. With group activities, ensure spacing is adequate in rider snake. Avoid or warn of potholes/change in surface. Clients briefed on expectations and content of session. Coachs expected to complete/read site-specific risk assessment prior to activity, dynamically risk assess during activity and make appropriate reasonable control measures in line with the expectations for a professional Coach
Client	✓	Fall from cycle – Road sessions	1-5	2	2-10	Clients to be supervised. Coach helmets to be worn. Helmet to be offered to clients prior to activity. Client brief to be discussed and consent forms to be read prior to activity. Note made for clients who are highlighted as less confident or new to riding. Traffic free or quiet road assessment of client ability to be made prior to focused content of session. Sessions to be tailored to client need and progressive. Actively assess client ability and progression throughout. With group activities, ensure spacing is adequate in rider
Coach	✓					
Pedestrian						
Driver						
Other Cyclist						
Other: State						

						snake. Avoid or warn of potholes/change in surface. Clients briefed on expectations and content of session. Coachs expected to complete/read site-specific risk assessment prior to activity, dynamically risk assess during activity and make appropriate reasonable control measures in line with the expectations for a professional Coach
Client	✓	Group activity: Clients could crash into each other including Coachs potentially causing injury or damage to property.	1-5	3	3-15	Coachs to inform of safe riding distances. Clients to be supervised and briefed on speed and riding behaviour expectations. Coach helmets to be worn. Clients to be offered helmets prior to activity. Instruct clients passing techniques for oncoming and other riders when using infrastructure. Keep to ratios. Monitor less confident clients and support as required.
Coach	✓					
Pedestrian						
Driver						
Other Cyclist						
Other: State						
Client	✓	Trapped clothes in cycle, causing interference to riding.	1-2	3	3-6	Clothing/bike check done at start of session, checking for long jackets, long cords, loose trousers, un-done laces, bag straps and ensuring all are tied / tucked away. Jackets not to be too long.
Coach						
Pedestrian						
Driver						
Other Cyclist						
Other: State						
Client	✓	Off road training area; Cones, gravel, leaves, mud, moss, debris or litter on ground. Client or Coach could have slip, trip or fall off bike especially if wet.	1-5	3	3-15	Highlight to client areas where there may be potential for slip within training area. When possible cordon off areas of concern and advise clients to avoid. Clear as necessary prior
Coach	✓					
Pedestrian						
Driver						
Other Cyclist						
Other: State						

						to session. If condition of location is unsuitable to deliver session or continue make alternative arrangements as required. Coach helmets to be worn. Clients to be offered helmets prior to session. Clients to be supervised and advised of appropriate speed for location and session. Coaches to be 1 st aid trained, have access to 1 st aid kit Halt session to dynamically assess risk in event of conditions likely to result in slippery surface. E.g. Leaf fall or litter blown from wind, rain, drop in temperature.
Client	✓	Collision with pedestrians on shared use paths	1-5	2	2-10	Brief clients prior to riding about sharing space with others. Coach to use bell or verbally advise pedestrians of presence, clients to be encouraged to do so also. Stop all cycling where route becomes narrow with pedestrians and give priority. High Vis and helmets to be worn by Coach and offered to clients prior to session.
Coach	✓					
Pedestrian	✓					
Driver						
Other Cyclist						
Other: State						
Client	✓	Off road cycle paths in residential areas with driveways, potential for accidents with cars.	3-5	2	6-10	Clients to be made aware and to keep away from driveway edge. Coaches to snake or shepherd group clients appropriately for location. High vis and helmets to be worn by Coach and offered to clients prior to session.
Coach	✓					
Pedestrian						
Driver	✓					
Other Cyclist						
Other: State						
Client	✓	Client taken ill	1-5	2	2-10	

Coach						Check well-being of clients prior to the session and monitored throughout. Consent forms to be checked prior to session for pre-existing medical conditions. Medication such as Asthma pumps to be brought to session. Coaches to be 1 st aid trained and have access to 1 st aid kit. Coaches to carry charged and in credit mobile phone with client emergency contact details.
Pedestrian						
Driver						
Other Cyclist						
Other: State						
Client	✓	Coach taken ill	1-5	2	2-10	Any sign of illness must be reported to client or assisting Coaches. Fellow Coaches or Coach to contact PSSP at earliest opportunity. Coaches to be 1 st aid trained and have access to 1 st aid kit. Coach to notify client whereabouts of mobile phone prior to session in case of emergency. Coach phone to be charged and in credit. Keep to ratios for group activity.
Coach	✓					
Pedestrian						
Driver						
Other Cyclist						
Other: State						
Client	✓	Extreme weather conditions – rain & wind. clients could get very cold & wet resulting in hypothermia	2-4	3	6-12	Monitor weather conditions prior to session and inform clients the potential for poor weather. Waterproof coats to be worn. Advise on wearing multiple layers including gloves. Coach to monitor client's wellbeing prior, during and after session. Session to be shortened or postponed if clients are too cold or weather becomes too severe to continue.
Coach	✓					
Pedestrian						
Driver						
Other Cyclist						
Other: State						

Client	✓	Extreme weather conditions – sun. Client or Coach could become dehydrated or get sunstroke.	2-4	3	6-12	Advise use of sun cream. Clients recommended to bring drinks and session to be in shade as much as possible. Check and monitor client's wellbeing prior, during and after session. Discuss shortening or postponing the session if conditions become too hot to reasonably continue or client is showing signs of heat fatigue, burning or dehydration.
Coach	✓					
Pedestrian						
Driver						
Other Cyclist						
Other: State						
Client	✓	Levels of traffic dynamically increase beyond abilities of clients. Leading to nervous riding or poor decision making resulting in collision or fall	2-5	3	6-15	Clients made aware of road and infrastructure conditions and Coaches to closely supervise. Coach to undertake dynamic RA and avoid area if clients uncomfortable with riding scenario. Coaches to pause or halt activity as required. If required Coaches to assume a 'controlled shepherd' position to guide the client through an activity to a point to pause session or resume activity. Coach helmets and high vis to be worn. Client to be offered helmet and high vis prior to session. Group ratios to be maintained.
Coach	✓					
Pedestrian						
Driver						
Other Cyclist						
Other: State						
Client	✓	Mechanical failure on bike. Client/Coach could have fall due to malfunction	1-5	3	3-15	M check before riding activity - Coach bike as well as clients' bikes! Only roadworthy bikes to be used. Offer opportunity for loan equipment if client cycle is not roadworthy. Postpone session if clients' cycle is not suitable, cannot be reasonably
Coach	✓					
Pedestrian						
Driver						
Other Cyclist						
Other: State						

						be adjusted and no alternative has been arranged. Coachs to check PSSP equipment before session. Ensure all handlebar ends are covered by plug or grip. Coach helmets to be worn and clients to be offered helmet prior to activity.
Client	✓	Client lost – Group activity.	1-5	2	2-10	Register taken on arrival and at end of session. Clients aware of session content, location and route. Coachs to be present during activity and maintain visual and verbal contact with clients. Consent forms to be completed with client contact details and emergency contact details. Support parent/guardian if in attendance to notify Coachs any concerns about client behaviour that may result in absconding. Register before proceeding after toilet visits or break. Keep to ratios. 2-way radios used to maintain contact with other Coachs. Charged and in credit phone to be carried by Coachs.
Coach						
Pedestrian						
Driver						
Other Cyclist						
Other: State						
Client	✓	Infection from animal excrement	2-4	2	4-8	Clients warned of presence of excrement. Known areas to be avoided. If on tyres clear as best as possible before riding. When resting bikes in grassed areas check for excrement.
Coach	✓					
Pedestrian						
Driver						
Other Cyclist						
Other: State						
Client	✓	Client is intoxicated through drink or drugs. Potential for	2-5	4	8-20	Client not be permitted to take or continue with session.
Coach	✓					
Pedestrian	✓					

Driver	✓	fall or collision with another user.				
Other Cyclist	✓					
Other: State						
Client	✓	Client cycling on road without Coach. Fall or collision with another user.	1-5	2	2-10	Clients always briefed prior to activity and observed Coach demonstration. Coachs to supervise in verbal and visual contact. Coach to undertake dynamic RA where required and avoid area if the complexity of the location, volume or speed of traffic is above the ability level of the client. All sessions will be progressive. Helmet and high vis worn offered to client prior to session. If multiple Coachs present use of 2-way radios highly recommended to maintain contact.
Coach	✓					
Pedestrian						
Driver	✓					
Other Cyclist	✓					
Other: State						
Client	✓	Collision with road user when crossing a road.	3-5	2	6-10	Clients to be supervised when crossing either individually or as a group. Group crossing should be whenever possible be completed as one unit and controlled by Coachs, bookended when possible. Use of crossing points is advisable when available. Coachs High Vis to be worn. Clients to be offered high vis prior to session. Care for occasions when road users give unrequested priority to cross when others may not. Coachs to dynamically risk assess opportunity to cross and chose an appropriate time and location to do so. Keep to ratios.
Coach	✓					
Pedestrian	✓					
Driver	✓					
Other Cyclist	✓					
Other: State						

Client	✓	High wind – Fall from bike or loss of control resulting in collision with another cyclist or object.	1-5	4	4-20	Coachs to wear helmets. Client to be offered helmet prior to session. Coachs to assess conditions prior to activity and delay or halt session as required. If continuing session Coachs to dynamically assess riding conditions and halt session if wind speed increases or is likely to cause incident or injury. In windy conditions, where possible avoid exposed sites and high ground. Care on shared use paths with other users and areas with adjacent drops and water features. Coachs to maintain visual and verbal contact with clients and monitor wellbeing throughout session. Keep to ratios.
Coach	✓					
Pedestrian	✓					
Driver	✓					
Other Cyclist	✓					
Other: State						
Client	✓	Hills – Medical incident from overexertion.	2-5	3	6-15	Coach to monitor client's wellbeing. Keep in visual and verbal contact with clients. Stop to rest/walk as required. Medication such as asthma pumps brought to session. Consent forms read prior to session to highlight medical or physical needs. Coach to have 2-way radio to communicate with other Coachs. Coachs to carry charged and in credit mobile phone.
Coach	✓					
Pedestrian						
Driver						
Other Cyclist						
Other: State						
Client	✓	Descending steep hills – loss of control resulting in collision or fall from cycle.	2-5	3	6-15	Coach to brief clients of upcoming descent and manage speed control if required with snake or shepherd. 2-way radio to be used to communicate with other Coachs/support parent/guardian. Less
Coach	✓					
Pedestrian						
Driver	✓					
Other Cyclist	✓					
Other: State						

						confident clients to be monitored. Stop to rest or walk as required. Clients to be in visual and verbal contact. Coach helmets worn. Clients to be offered helmets prior to session. Progressive sessions.
Client	✓	Cross infection COVID-19 between Client/Coach.	1-5	3	3-15	<p>Client to be briefed of COVID-19 protocol prior to session and in agreement to measures.</p> <p>Coach to be aware of and follow up to date Government and NGB advice.</p> <p>All shared equipment to be cleaned by Coach prior and after use.</p> <p>Client high vis jackets to be separated after use and washed at the earliest opportunity.</p> <p>Shared bikes to be washed and contact points disinfected before re use.</p> <p>Gloves to be worn by Coach when handling loan equipment and discarded after each use. Any vehicle surfaces touched to be cleaned.</p> <p>Distancing of 2 meters to be maintained during activity and discussion.</p> <p>Wearing of nose and mouth covering to be advisable but not a pre-requisite for sessions unless otherwise advised by Government or NGB.</p> <p>Whenever possible electronic consent forms to be completed prior to session.</p> <p>Coach will only use personal</p>
Coach	✓					
Pedestrian						
Driver						
Other Cyclist						
Other: State						

						helmet and assigned equipment.
Client	✓	Cross infection COVID-19 between Client/Coach and member of public.	1-5	3	3-15	Avoid contact with general public and maintain social distancing protocol of 2 meters wherever possible. Use passing places when on shared use infrastructure to permit free flow of movement at distance. Professionally engage with members of public to ensure distancing maintained avoiding groups and areas of pedestrian congestion. At traffic lights and for passing others recommend means of maintaining distancing.
Coach	✓					
Pedestrian	✓					
Driver						
Other Cyclist	✓					
Other: State						

Coaching Balance Bike Clients

Group Affected Please Tick		Hazard & Location	Severity of Risk 1 – no injury 2 – cuts or grazes 3 – moderate injury 4 – serious injury 5 – death	Likelihood of Occurrence 1 – very unlikely 2 – unlikely 3 – likely 4 – very likely 5 – almost certain	Risk Rating (severity x likelihood) 1/6 monitor 7/11 inform personnel 12/15 review measures 16/19 issue warnings and instructions 20/25 stop the activity	What Control Measures or Action Points are Required?
Client	✓	Playgrounds/Flat traffic free areas: Collision with other clients/objects	1-3	3	3-9	Helmets to be worn at all times. Parent/Guardian to supervise at all times. Ensure clients taught to steer around cones / other objects.
Coach	✓					
Pedestrian						
Driver						
Other Cyclist	✓					
Other: State						
Client	✓	Playground/Flat traffic free areas: Trips or falls whilst pushing bicycle	2	3	6	Inform clients of broken or uneven surfaces or ensure these are blocked off. Ensure pushing cycles happens in single file. Instruction on how to push the bicycle and which side to stand. Helmets to be worn at all times.
Coach						
Pedestrian						
Driver						
Other Cyclist						
Other: State						
Client	✓	Playground/Flat traffic free areas: Weather changes and inappropriate clothing	1-4	3	3-12	Correct clothing to be worn by clients and Coaches. Encourage regular drinking of water. Addition or removal of layers as required. Check that sun cream has been applied if necessary. Check weather forecast. Return indoors if necessary.
Coach	✓					
Pedestrian						
Driver						
Other Cyclist						
Other: State						
Client	✓	Playground/Flat traffic free areas: Client taken ill	5	1	5	Check well-being of all clients prior to the course starting.
Coach						
Pedestrian						
Driver						
Other Cyclist						
Other: State						

Client	✓	Playground/Flat traffic free areas: Coach taken ill	5	1	5	Any sign of illness must be reported to fellow Coaches and/or school.
Coach	✓					
Pedestrian						
Driver						
Other Cyclist						
Other: State						
Client	✓	Playground: Extreme weather conditions – rain and or snow and or wind. Clients could get very cold and or wet resulting in hypothermia	4	1	4	Waterproof coats to be worn if outdoors. Advise on wearing multiple layers. NSI to ask how clients are feeling. Group to return indoors if weather becomes severe.
Coach	✓					
Pedestrian						
Driver						
Other Cyclist						
Other: State						
Client	✓	Playground: Extreme weather conditions – sun. Client or Coach could become dehydrated or get sunstroke	3	1	3	Advise on school of use of sun cream. Clients to bring drinks and be kept in shade as much as possible. Removal of layers if appropriate. Group to return indoors if clients too hot.
Coach	✓					
Pedestrian						
Driver						
Other Cyclist						
Other: State						
Client	✓	Playground: Cones or leaves on ground. Client or another playground user could have slip, trip or fall off bike	2	2	4	Make sure clients know to steer around cones and leaves. Inform them that these could be slippery when ridden over. Clear area as far as possible beforehand.
Coach	✓					
Pedestrian						
Driver						
Other Cyclist						
Other: State						

Client	✓	Mechanical failure on bike. Client could have fall due to malfunction	3	2	6	Brake check before session. Coach to check Client helmet-fitting and brakes for themselves before each session.
Coach						
Pedestrian						
Driver						
Other Cyclist						
Other: State						
Client		Playground/Flat traffic free areas: Loss of child	1	3	6	Coach to ensure that if children need to go to the toilet that they know where to go. If not they will need to go with another child who does know the way or with an adult.
Coach						
Pedestrian						
Driver						
Other Cyclist						
Other: State						
Client						
Coach						
Pedestrian						
Driver						
Other Cyclist						
Other: State						
Client						

Learn to Ride Clients

Group Affected Please Tick		Hazard & Location	Severity of Risk 1 – no injury 2 – cuts or grazes 3 – moderate injury 4 – serious injury 5 – death	Likelihood of Occurrence 1 – very unlikely 2 – unlikely 3 – likely 4 – very likely 5 – almost certain	Risk Rating (severity x likelihood) 1/6 monitor 7/11 inform personnel 12/15 review measures Introduce new measures 16/19 issue warnings and instructions 20/25 stop the activity	What Control Measures or Action Points are Required?
Client	✓	Trip Hazard due to drain covers or obstacles such as activity trails in traffic free areas	1	2	2	Helmets to be worn at all times. Parent/Guardian to supervise at all times. Ensure clients taught to steer around cones / other objects. Discuss hazard with clients and cone off if necessary.
Coach	✓					
Pedestrian	✓					
Driver						
Other Cyclist						
Other: State						
Client	✓	Fall from cycle.	2	3	6	Avoid rough or gravelled ground. Ensure spacing is adequate in snake. Avoid or warn of potholes. Instruct on raised edge of some decorative side roads or school driveways.
Coach	✓					
Pedestrian						
Driver						
Other Cyclist						
Other: State						
Client	✓	Other Client Cyclists: Clients could crash into each other causing injury or damage to property	2	3	6	Coach to inform of safe riding distances. Order of clients in group to be rearranged if behaviour management is a problem.
Coach	✓					
Pedestrian						
Driver						
Other Cyclist						
Other: State						
Client	✓	Trapped clothes in cycle, causing interference to cycling	2	3	6	Clothing/bike check done at start of session, checking for long jackets, long cords, loose trousers, loose or loopy laces, and ensuring all are tied / tucked away. Jackets not to be too long.
Coach						
Pedestrian						
Driver						
Other Cyclist						
Other: State						

Client	✓	Trip whilst pushing a cycle	2	3	6	Risk-assessed locations and staff supervised training. Inform clients of broken or uneven surfaces. Ensure pushing cycles happens in single file. Practise pushing cycle prior to leaving playground.
Coach	✓					
Pedestrian						
Driver						
Other Cyclist						
Other: State						
Client	✓	Collision with pedestrians on shared use paths	2	2	4	Risk-assessed locations. Leader to use bell or verbally advise pedestrians of presence. Stop all cycling where route becomes narrow with pedestrians, and give priority.
Coach						
Pedestrian	✓					
Driver						
Other Cyclist						
Other: State						
Client	✓	Off road cycle paths in residential areas with driveways, potential for accidents with cars.	3	2	6	Clients to be made aware and advised to check each driveway when passing. Listen for running engines. Ride in a 'strong' position on cycle path, to keep away from driveway edge.
Coach	✓					
Pedestrian						
Driver	✓					
Other Cyclist						
Other: State						
Client	✓	Client taken ill	5	1	5	Check well-being of all clients prior to leaving training base.
Coach						
Pedestrian						
Driver						
Other Cyclist						
Other: State						
Client	✓	Coach taken ill	5	1	5	Any sign of illness must be reported to clients.
Coach	✓					
Pedestrian						
Driver						
Other Cyclist						
Other: State						

Client	✓	Extreme weather conditions – rain & wind. Clients could get very cold & wet resulting in hypothermia	4	1	4	Clothing check done – waterproof coats to be worn. Advise on wearing multiple layers. Coach to ask how clients are feeling. Group to return to school if clients too cold
Coach	✓					
Pedestrian						
Driver						
Other Cyclist						
Other: State						
Client	✓	Extreme weather conditions – sun. Client or NSI could become dehydrated, or get sunstroke.	3	1	3	Advise school of use of sun cream. Clients to bring drinks and be kept in shade as much as possible.
Coach	✓					
Pedestrian						
Driver						
Other Cyclist						
Other: State						
Client	✓	Cones or leaves on ground. Client or another other user could have slip, trip or fall off bike.	2	2	4	Make sure clients know to steer around cones and leaves. Inform them that these could be slippery when ridden over. Clear area as far as possible beforehand (playground).
Coach	✓					
Pedestrian						
Driver						
Other Cyclist						
Other: State						
Client	✓	Mechanical failure on bike. Client/Coach could have fall due to malfunction	3	2	6	M check before leaving school. - Coach bike as well as client's bikes! Only roadworthy bikes to be used. Coach to check Client helmet-fitting and brakes for themselves before each session.
Coach	✓					
Pedestrian						
Driver						
Other Cyclist						
Other: State						

Coaching Under 18 Clients on the road

(Up to Bikeability Level 2 standard)
(Includes the Parent/Guardian accompanying)

Group Affected Please Tick		Hazard & Location	Severity of Risk 1 – no injury 2 – cuts or grazes 3 – moderate injury 4 – serious injury 5 – death	Likelihood of Occurrence 1 – very unlikely 2 – unlikely 3 – likely 4 – very likely 5 – almost certain	Risk Rating (severity x likelihood) 1/6 monitor 7/11 inform personnel 12/15 review measures Introduce new measures 16/19 issue warnings and instructions 20/25 stop the activity	What Control Measures or Action Points are Required?
Client	✓	Collision with moving or speeding vehicle	5	2	10	Hi-vis and PPE to be worn. This includes the parent/guardian. Clients to use roads in line with ability and under instruction at all times.
Coach	✓					
Pedestrian						
Driver	✓					
Other Cyclist						
Other: State						
Client	✓	Fall from cycle	2	3	6	Avoid rough or gravelled ground. Ensure spacing is adequate in snake. Avoid or warn of potholes. Instruct on raised edge of some decorative side roads or school driveways.
Coach	✓					
Pedestrian						
Driver						
Other Cyclist						
Other: State						
Client	✓	Other Client Cyclists: Clients could crash into each other causing injury or damage to property	2	3	6	Coach to inform of safe riding distances. Order of clients in group to be rearranged if behaviour management is a problem.
Coach	✓					
Pedestrian						
Driver						
Other Cyclist						
Other: State						
Client	✓	Trapped clothes in cycle, causing interference to cycling	2	3	6	Clothing/bike check done at start of session, checking for long jackets, long cords, loose trousers, loose or loopy laces, and ensuring all are tied / tucked away. Jackets not to be too long.
Coach						
Pedestrian						
Driver						
Other Cyclist						
Other: State						

Client	✓	Trip whilst pushing a cycle	2	3	6	Risk-assessed locations and staff supervised training. Inform clients of broken or uneven surfaces. Ensure pushing cycles happens in single file. Practise pushing cycle prior to leaving playground.
Coach	✓					
Pedestrian						
Driver						
Other Cyclist						
Other: State						
Client	✓	Collision with pedestrians on shared use paths	2	2	4	Risk-assessed locations. Leader to use bell or verbally advise pedestrians of presence. Stop all cycling where route becomes narrow with pedestrians, and give priority. Advise clients of DCC 'Share this Space' policy.
Coach	✓					
Pedestrian	✓					
Driver						
Other Cyclist						
Other: State						
Client	✓	Off road cycle paths in residential areas with driveways, potential for accidents with cars.	3	2	6	Clients to be made aware and advised to check each driveway when passing. Listen for running engines. Ride in a 'strong' position on cycle path, to keep away from driveway edge.
Coach	✓					
Pedestrian						
Driver	✓					
Other Cyclist						
Other: State						
Client	✓	Client taken ill	5	1	5	Check well-being of all clients prior to leaving training base.
Coach						
Pedestrian						
Driver						
Other Cyclist						
Other: State						
Client	✓	Coach taken ill	5	1	5	Any sign of illness must be reported to fellow Coaches and/or school.
Coach	✓					
Pedestrian						
Driver						
Other Cyclist						
Other: State						

Client	✓	Extreme weather conditions – rain & wind. Clients could get very cold & wet resulting in hypothermia	4	1	4	Clothing check done – waterproof coats to be worn. Advise on wearing multiple layers. NSI to ask how clients are feeling. Group to return to school if clients too cold
Coach	✓					
Pedestrian						
Driver						
Other Cyclist						
Other: State						
Client	✓	Extreme weather conditions – sun. Client or NSI could become dehydrated, or get sunstroke.	3	1	3	Advise school of use of sun cream. Clients to bring drinks and be kept in shade as much as possible.
Coach	✓					
Pedestrian						
Driver						
Other Cyclist						
Other: State						
Client	✓	Cones or leaves on ground. Client or other playground user could have slip, trip or fall off bike.	2	2	4	Make sure clients know to steer around cones and leaves. Inform them that these could be slippery when ridden over. Clear area as far as possible beforehand (playground).
Coach	✓					
Pedestrian						
Driver						
Other Cyclist						
Other: State						
Client	✓	Mechanical failure on bike. Client/NSI could have fall due to malfunction	3	2	6	M check before leaving school. - Coach bike as well as clients bikes! Only roadworthy bikes to be used. Coach to check Client helmet-fitting and brakes for themselves before each session.
Coach	✓					
Pedestrian						
Driver						
Other Cyclist						
Other: State						
Client	✓	Child lost or abducted	5	1	5	Group to be kept in sight at all times and under direct supervision.
Coach						
Pedestrian						
Driver						
Other Cyclist						
Other: State						

Client	✓	Infection from animal excrement	4	1	4	Clients supervised at all times and warned of presence of presence of excrement. Known areas to be avoided
Coach						
Pedestrian						
Driver						
Other Cyclist						
Other: State						
Client	✓	Construction/road works in training area	5	1	5	Clients made aware of dangers and NSI's to closely supervise. Dynamic RA where required and avoid area if danger increases. Request assistance from roadwork staff if necessary and avoid passing heavy plant if operating.
Coach	✓					
Pedestrian						
Driver						
Other Cyclist						
Other: State						

Coaching Under 18 Clients on the road
(Up to Bikeability Level 3 standard)
(Includes the Parent/Guardian accompanying)

Group Affected Please Tick		Hazard & Location	Severity of Risk 1 – no injury 2 – cuts or grazes 3 – moderate injury 4 – serious injury 5 – death	Likelihood of Occurrence 1 – very unlikely 2 – unlikely 3 – likely 4 – very likely 5 – almost certain	Risk Rating (severity x likelihood) 1/6 monitor 7/11 inform personnel 12/15 review measures Introduce new measures 16/19 issue warnings and instructions 20/25 stop the activity	What Control Measures or Action Points are Required?
Client	✓	Collision with moving or speeding vehicle	5	2	10	Hi-vis and PPE to be worn. Clients to use roads in line with ability. Hazard perception used at all times as per level 3 requirements.
Coach	✓					
Pedestrian						
Driver	✓					
Other Cyclist						
Other: State						
Client	✓	Fall from cycle.	2	3	6	Avoid rough or gravelled ground. Ensure spacing is adequate in snake. Avoid or warn of potholes. Instruct on raised edge of some decorative side roads or school driveways.
Coach	✓					
Pedestrian						
Driver						
Other Cyclist						
Other: State						
Client	✓	Other Client Cyclists: Clients could crash into each other causing injury or damage to property	2	3	6	NSIs to inform of safe riding distances. Order of Clients in group to be rearranged if behaviour management is a problem.
Coach	✓					
Pedestrian						
Driver						
Other Cyclist						
Other: State						
Client	✓	Trapped clothes in cycle, causing interference to cycling	2	3	6	Clothing/bike check done at start of session, checking for long jackets, long cords, loose trousers, loose or loopy laces, and ensuring all are tied / tucked away. Jackets not to be too long.
Coach						
Pedestrian						
Driver						
Other Cyclist						
Other: State						

Client	✓	Trip whilst pushing a cycle	2	3	6	Risk-assessed locations and staff supervised training. Inform Clients of broken or uneven surfaces. Ensure pushing cycles happens in single file. Practise pushing cycle prior to leaving playground.
Coach	✓					
Pedestrian						
Driver						
Other Cyclist						
Other: State						
Client	✓	Collision with pedestrians on shared use paths	2	2	4	Risk-assessed locations. Leader to use bell or verbally advise pedestrians of presence. Stop all cycling where route becomes narrow with pedestrians, and give priority.
Coach	✓					
Pedestrian	✓					
Driver						
Other Cyclist						
Other: State						
Client	✓	Off road cycle paths in residential areas with driveways, potential for accidents with cars.	3	2	6	Clients to be made aware and advised to check each driveway when passing. Listen for running engines. Ride in a 'primary' position on cycle path, to keep away from driveway edge.
Coach	✓					
Pedestrian						
Driver	✓					
Other Cyclist						
Other: State						
Client	✓	Client taken ill	5	1	5	Check well-being of all Clients prior to leaving training base.
Coach						
Pedestrian						
Driver						
Other Cyclist						
Other: State						
Client	✓	Coach taken ill	5	1	5	Any sign of illness must be reported to fellow Coach's and/or school.
Coach	✓					
Pedestrian						
Driver						
Other Cyclist						
Other: State						

Client	✓	Extreme weather conditions – rain & wind. Clients could get very cold & wet resulting in hypothermia	4	1	4	Clothing check done – waterproof coats to be worn. Advise on wearing multiple layers. NSI to ask how Clients are feeling. Group to return to school if Clients too cold
Coach	✓					
Pedestrian						
Driver						
Other Cyclist						
Other: State						
Client	✓	Extreme weather conditions – sun. Client or NSI could become dehydrated, or get sunstroke.	3	1	3	Advise school of use of sun cream. Clients to bring drinks and be kept in shade as much as possible.
Coach	✓					
Pedestrian						
Driver						
Other Cyclist						
Other: State						
Client	✓	Levels of traffic dynamically increase beyond abilities of Clients.	5	2	10	Clients made aware of dangers and NSI's to closely supervise. Client to undertake dynamic RA where required and avoid area if danger increases as per level 3 requirements.
Coach	✓					
Pedestrian						
Driver						
Other Cyclist						
Other: State						
Client	✓	Mechanical failure on bike. Client/NSI could have fall due to malfunction	3	2	6	M check before leaving school. - Coach bike as well as Clients bikes! Only roadworthy bikes to be used. Coach to check Client helmet-fitting and brakes for themselves before each session.
Coach	✓					
Pedestrian						
Driver						
Other Cyclist						
Other: State						
Client	✓	Child lost or abducted whilst riding alone or waiting for further instruction i.e. stood alone on roadside.	5	1	5	Clients made aware of dangers and Coach to closely supervise. Client to undertake dynamic RA where required and avoid area if danger increases as per level 3 requirements.
Coach						
Pedestrian						
Driver						
Other Cyclist						
Other: State						

Client	✓	Infection from animal excrement	4	1	4	Clients supervised at all times and warned of presence of presence of excrement. Known areas to be avoided
Coach						
Pedestrian						
Driver						
Other Cyclist						
Other: State						
Client	✓	Construction/road works in training area	5	1	5	Clients made aware of dangers and Coach to loosely supervise. Client to undertake dynamic RA where required and avoid area if danger increases as per level 3 requirements. Request assistance from roadwork staff if necessary and avoid passing heavy plant if operating.
Coach	✓					
Pedestrian						
Driver						
Other Cyclist						
Other: State						
Client	✓	Client cycling on road without coach.	5	1	5	Clients made aware of dangers and coach to closely supervise. Client to undertake dynamic RA where required and avoid area if danger increases as per level 3 requirements.
Coach	✓					
Pedestrian						
Driver						
Other Cyclist						
Other: State						

In addition to the above Risk Assessments (RA's) throughout any delivery of training, the Coach will continually dynamically risk assess the environment, activity and person(s) and make appropriate adjustments.

This RA's above are not exhaustive and any additional risk should be listed below

Client						
Coach						
Pedestrian						
Driver						
Other Cyclist						
Other: State						
Client						
Coach						
Pedestrian						
Driver						
Other Cyclist						
Other: State						
Client						
Coach						
Pedestrian						
Driver						
Other Cyclist						
Other: State						
Client						
Coach						

Client to be briefed of COVID-19 protocol prior to session and in agreement to measures.

I (the client) confirm that I will not participate in a session if I have any of the following symptoms; a high temperature / a new, continuous cough / loss of smell or taste.

I (the coach) also confirm that I will maintain social distancing measures at all times during the session.

Coach to be aware of and follow up to date Government and NGB advice.

All shared equipment to be cleaned by Coach prior and after use with appropriate products.

Client high vis jackets to be separated after use and washed at the earliest opportunity.

Shared bikes to be washed and contact points disinfected before re use.

Gloves to be worn by Coach when handling loan equipment and discarded after each use. Any vehicle surfaces touched to be cleaned.

Distancing of 2 meters to be maintained during activity and discussion.

Wearing of nose and mouth covering to be advisable but not a pre-requisite for sessions unless otherwise advised by Government or NGB.

Whenever possible electronic consent forms to be completed prior to session. Coach will only use personal helmet and assigned equipment.

Avoid contact with general public and maintain social distancing protocol of 2 meters wherever possible. Use passing places when on shared use infrastructure to permit free flow of movement at distance. Professionally engage with members of public to ensure distancing maintained avoiding groups and areas of pedestrian congestion. At traffic lights and for passing others recommend means of maintaining distancing.