# Bruce Daykin Cycle Coaching

## **Risk Assessments**



V5.0

June 2020

RA Form Completed By	Address and Contact Details of Training Base	Risk Assessment Date:
		Latest RA date for this site:
		Is this the only site used by this group?
Names o	of Roads etc.	YES/NO
		Has this assessment been undertaken because of a change in condition of this site?
		YES/NO

### Coaching Adult Clients

	The sec	tion below is for hazards affe	ecting cyclists, Coachs/hel	pers and any other road user wh	o may be affected by the tr	aining session.
Group Affected Tick	l Please	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	3-5	2	6-10	Hi-vis and helmets to be worn
Coach	✓	speeding vehicle.				by Coach and offered to all
Pedestrian						clients. Coachs to use roads in
Driver	✓					line with client ability and session requirements. Client's
Other Cyclist Other: State						activity under supervision.
Other: State						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. Coachs to be
						familiar with
						shepherding/snaking
						techniques for movement of
						clients in traffic.
Client	✓	Fall from cycle – Traffic free	1-5	3	3-15	Clients to be supervised and
Coach	✓	session				support offered as required.
Pedestrian						Coach helmets to be worn,
Driver						except in non-riding coaching
						such as learn to ride. Helmet
Other Cyclist						to be offered and
Other: State						recommended to clients prior
						to activity.

Risk Assessment V5.0 June 2020 Page 3 of 29

				<u> </u>	T	
						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
						professional coach
Client	<b> </b>	Fall from cycle – Road	1-5	2	2-10	Clients to be supervised.
	· /	=1	1-3	2	2-10	Coach helmets to be worn.
Coach		sessions				
Pedestrian						Helmet to be offered to
Driver						clients prior to activity.
Other Cyclist						Client brief to be discussed
Other: State						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
						road assessment of client ability to be made prior to
						road assessment of client ability to be made prior to focused content of session.
						road assessment of client ability to be made prior to focused content of session. Sessions to be tailored to
						road assessment of client ability to be made prior to focused content of session. Sessions to be tailored to client need and progressive.
						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
						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.
						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

						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
		I a	1		1	
Client	1	Group activity: Clients could	1-5	3	3-15	Coachs to inform of safe riding
Coach	✓	crash into each other including Coachs potentially				distances. Clients to be supervised and briefed on
Pedestrian Driver		causing injury or damage to				speed and riding behaviour
Other Cyclist		property.				expectations.
Other: State						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.
		T	T		T	
Client Coach	<b>✓</b>	Trapped clothes in cycle, causing interference to	1-2	3	3-6	Clothing/bike check done at start of session, checking for
		riding.				long jackets, long cords, loose
Pedestrian  Driver						trousers, un-done laces, bag
		-				straps and ensuring all are tied
Other Cyclist		-				/ tucked away. Jackets not to
Other: State						be too long.
Client	<b>/</b>	Off road training area; Cones,	1-5	3	3-15	Highlight to client areas where
Coach	<b>√</b>	gravel, leaves, mud, moss,		j	3 13	there may be potential for slip
Pedestrian		debris or litter on ground.				within training area. When
Driver		Client or Coach could have				possible cordon off areas of
Other Cyclist		slip, trip or fall off bike				concern and advise clients to
Other: State		especially if wet.				avoid. Clear as necessary prior

Risk Assessment V5.0 June 2020 Page 5 of 29

						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. Coachs to be 1st aid trained, have access to 1st 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	<b>✓</b>	Collision with pedestrians on	1-5	2	2-10	Brief clients prior to riding
Coach	✓	shared use paths				about sharing space with
Pedestrian	✓					others. Coach to use bell or
Driver		1				verbally advise pedestrians of
Other Cyclist		]				presence, clients to be
Other: State		1				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.
Client	<b>1</b>	Off road cycle paths in	3-5	2	6-10	Clients to be made aware and
Coach	<b>√</b>	residential areas with	<b>3 3</b>	_		to keep away from driveway
Pedestrian		driveways, potential for				edge. Coachs to snake or
Driver	1	accidents with cars.				shepherd group clients
Other Cyclist		1				appropriately for location.
Other Cyclist Other: State	+	<del> </del>				High vis and helmets to be
Other. State						worn by Coach and offered to
						clients prior to session.
		•			•	•
		Client taken ill				

Risk Assessment V5.0 June 2020 Page 6 of 29

	_	,				
Coach						Check well-being of clients
Pedestrian						prior to the session and
Driver						monitored throughout.
Other Cyclist		1				Consent forms to be checked
Other: State		1				prior to session for pre-
other. state						existing medical conditions.
						Medication such as Asthma
						pumps to be brought to
						session. Coachs to be 1 <sup>st</sup> aid
						trained and have access to 1st
						aid kit. Coachs to carry
						charged and in credit mobile
						phone with client emergency
						contact details.
						Contact details.
Client		Coach taken ill	1 5	2	3.10	Any sign of illeges result by
Client	<b>V</b>	Coach taken III	1-5	2	2-10	Any sign of illness must be
Coach	✓	_				reported to client or assisting
Pedestrian						Coachs. Fellow Coachs or
Driver						Coach to contact PSSP at
Other Cyclist						earliest opportunity.
Other: State						Coachs to be 1 <sup>st</sup> aid trained
						and have access to 1st 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.
	•					
Client	✓	Extreme weather conditions	2-4	3	6-12	Monitor weather conditions
Coach	1	– rain & wind.		-		prior to session and inform
Pedestrian		clients could get very cold &				clients the potential for poor
Driver		wet resulting in hypothermia				weather. Waterproof coats to
		- Tee resulting in Hypotherinia				be worn. Advise on wearing
Other Cyclist						multiple layers including
Other: State						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.

Client Coach Pedestrian Driver Other Cyclist Other: State	✓ ✓	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.
Client Coach Pedestrian Driver Other Cyclist Other: State	<b>√</b>	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 Coachs to closely supervise. Coach to undertake dynamic RA and avoid area if clients uncomfortable with riding scenario. Coachs to pause or halt activity as required. If required Coachs 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.
Client Coach Pedestrian Driver Other Cyclist Other: State	✓ ✓	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

Risk Assessment V5.0 June 2020 Page 8 of 29

						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	<b>✓</b>	Client lost – Group activity.	1-5	2	2-10	Register taken on arrival and
Coach				_		at end of session. Clients
Pedestrian		1				aware of session content,
Driver		1				location and route. Coachs to
Other Cyclist						be present during activity and
Other: State						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.
						to be carried by couchs.
Client	<b>√</b>	Infection from animal	2-4	2	4-8	Clients warned of presence of
Coach	✓	excrement				excrement. Known areas to be
Pedestrian						avoided. If on tyres clear as
Driver						best as possible before riding.
Other Cyclist						When resting bikes in grassed
Other: State						areas check for excrement.
Client	<b>✓</b>	Client is intoxicated through	2-5	4	8-20	Client not be permitted to
Coach	<b>√</b>	drink or drugs. Potential for				take or continue with session.
Pedestrian	✓					

Driver	✓	fall or collision with another				
Other Cyclist	<b>✓</b>	user.				
Other: State						
Client	✓	Client cycling on road	1-5	2	2-10	Clients always briefed prior to
Coach	✓	without Coach. Fall or				activity and observed Coach
Pedestrian		collision with another user.				demonstration. Coachs to
Driver	✓					supervise in verbal and visual
Other Cyclist	✓					contact. Coach to undertake
Other: State						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.
Client	<b>✓</b>	Collision with road user	3-5	2	6-10	Clients to be supervised when
Client Coach	✓ ✓	Collision with road user when crossing a road.	3-5	2	6-10	Clients to be supervised when crossing either individually or
		<del>-</del>	3-5	2	6-10	crossing either individually or as a group. Group crossing
Coach	✓	<del>-</del>	3-5	2	6-10	crossing either individually or as a group. Group crossing should be whenever possible
Coach Pedestrian	✓ ✓	<del>-</del>	3-5	2	6-10	crossing either individually or as a group. Group crossing should be whenever possible be completed as one unit and
Coach Pedestrian Driver	✓ ✓ ✓	<del>-</del>	3-5	2	6-10	crossing either individually or as a group. Group crossing should be whenever possible be completed as one unit and controlled by Coachs,
Coach Pedestrian Driver Other Cyclist	✓ ✓ ✓	<del>-</del>	3-5	2	6-10	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.
Coach Pedestrian Driver Other Cyclist	✓ ✓ ✓	<del>-</del>	3-5	2	6-10	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
Coach Pedestrian Driver Other Cyclist	✓ ✓ ✓	<del>-</del>	3-5	2	6-10	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.
Coach Pedestrian Driver Other Cyclist	✓ ✓ ✓	<del>-</del>	3-5	2	6-10	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.
Coach Pedestrian Driver Other Cyclist	✓ ✓ ✓	<del>-</del>	3-5	2	6-10	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
Coach Pedestrian Driver Other Cyclist	✓ ✓ ✓	<del>-</del>	3-5	2	6-10	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
Coach Pedestrian Driver Other Cyclist	✓ ✓ ✓	<del>-</del>	3-5	2	6-10	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
Coach Pedestrian Driver Other Cyclist	✓ ✓ ✓	<del>-</del>	3-5	2	6-10	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
Coach Pedestrian Driver Other Cyclist	✓ ✓ ✓	<del>-</del>	3-5	2	6-10	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.
Coach Pedestrian Driver Other Cyclist	✓ ✓ ✓	<del>-</del>	3-5	2	6-10	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
Coach Pedestrian Driver Other Cyclist	✓ ✓ ✓	<del>-</del>	3-5	2	6-10	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
Coach Pedestrian Driver Other Cyclist	✓ ✓ ✓	<del>-</del>	3-5	2	6-10	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
Coach Pedestrian Driver Other Cyclist	✓ ✓ ✓	<del>-</del>	3-5	2	6-10	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

Client	✓	High wind – Fall from bike or	1-5	4	4-20	Coachs to wear helmets.
Coach	✓	loss of control resulting in				Client to be offered helmet
Pedestrian	✓	collision with another cyclist				prior to session. Coachs to
Driver	✓	or object.				assess conditions prior to
Other Cyclist	<b>✓</b>	1				activity and delay or halt
Other: State		1				session as required. If
Other. State						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.
Client	✓	Hills – Medical incident from	2-5	3	6-15	Coach to monitor client's
Coach	✓	overexertion.				wellbeing. Keep in visual and
Pedestrian		]				verbal contact with clients.
Driver		]				Stop to rest/walk as required.
Other Cyclist		1				Medication such as asthma
Other: State		1				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.
Client	<b>✓</b>	Descending steep hills – loss	2-5	3	6-15	Coach to brief clients of
Coach	✓	of control resulting in				upcoming descent and
Pedestrian		collision or fall from cycle.				manage speed control if
Driver	✓					required with snake or
Other Cyclist	✓	]				shepherd. 2-way radio to be
Other: State		1				used to communicate with
						other Coachs/support parent/guardian. Less

					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.
Cheffe	Cross infection COVID-19 between Client/Coach.	1-5	3	3-15	Client to be briefed of COVID- 19 protocol prior to session and in agreement to measures. 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. 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.
Client Coach Pedestrian Driver Other Cyclist Other: State	✓ ✓ ✓	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.

Risk Assessment V5.0 June 2020 Page 13 of 29

# 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 Introduce new measures 16/19 issue warnings and instructions 20/25 stop the activity	What Control Measures or Action Points are Required?
Client Coach Pedestrian Driver Other Cyclist Other: State	✓ ✓	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.
Client Coach Pedestrian Driver Other Cyclist Other: State	<b>✓</b>	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.
Client Coach Pedestrian Driver Other Cyclist Other: State	✓ ✓	Playground/Flat traffic free areas: Weather changes and inappropriate clothing	1-4	3	3-12	Correct clothing to be worn by clients and Coachs. 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.
Client Coach Pedestrian Driver Other Cyclist Other: State	<b>✓</b>	Playground/Flat traffic free areas: Client taken ill	5	1	5	Check well-being of all clients prior to the course starting.

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

Risk Assessment V5.0 June 2020 Page 15 of 29

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

Risk Assessment V5.0 June 2020 Page 16 of 29

### Learn to Ride Clients

Group Affe Please T	ick .	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	<b>✓</b>	Trip Hazard due to drain covers or obstacles such as	1	2	2	Helmets to be worn at all times. Parent/Guardian to
Coach	<b>V</b>	activity trails in traffic free				supervise at all times. Ensure
Pedestrian Driver	<b>*</b>	areas				clients taught to steer around
Other Cyclist						cones / other objects. Discuss
Other: State		-				hazard with clients and cone off if necessary.
Client	✓	Fall from cycle.	2	3	6	Avoid rough or gravelled
Coach	✓					ground. Ensure spacing is
Pedestrian						adequate in snake. Avoid or
Driver						warn of potholes. Instruct on raised edge of some
Other Cyclist		_				decorative side roads or
Other: State						school driveways.
			<u> </u>		<u> </u>	
Client	✓	Other Client Cyclists:	2	3	6	Coach to inform of safe riding
Coach	✓	Clients could crash into				distances.
Pedestrian		each other causing injury				Order of clients in group to
Driver		or damage to property				be rearranged if behaviour
Other Cyclist						management is a problem.
Other: State						
	1					
Client	✓	Trapped clothes in cycle,	2	3	6	Clothing/bike check done at
Coach		causing interference to				start of session, checking for
Pedestrian		cycling				long jackets, long cords, loose trousers, loose or loopy laces,
Driver						and ensuring all are tied /
Other Cyclist						tucked away. Jackets not to
Other: State						be too long.

Client	✓	Trip whilst pushing a cycle	2	3	6	Risk-assessed locations and
Coach	✓	_				staff supervised training. Inform clients of broken or
Pedestrian						uneven surfaces. Ensure
Driver						pushing cycles happens in
Other Cyclist						single file. Practise pushing cycle prior to leaving
Other: State						playground.
Client	✓	Collision with pedestrians	2	2	4	Risk-assessed locations.
Coach		on shared use paths				Leader to use bell or verbally
Pedestrian	✓					advise pedestrians of
Driver						presence. Stop all cycling where route becomes narrow
Other Cyclist						with pedestrians, and give
Other: State						priority.
				I		
Client	<b>✓</b>	Off road cycle paths in	3	2	6	Clients to be made aware and
Coach	✓	residential areas with				advised to check each
Pedestrian		driveways, potential for				driveway when passing.
Driver	✓	accidents with cars.				Listen for running engines. Ride in a 'strong' position on
Other Cyclist		-				cycle path, to keep away
Other: State						from driveway edge.
Client	· ·	Client taken ill	5	1	5	Check well-being of all clients
Coach	+	Cheffit taken in	5	1	3	prior to leaving training base.
Pedestrian						prior to leaving training sase.
Driver						
Other Cyclist		7				
Other: State						
Client	<b>✓</b>	Coach taken ill	5	1	5	Any sign of illness must be
Coach	✓					reported to clients.
Pedestrian						
Driver						
Other Cyclist						
Other: State						

Risk Assessment V5.0 June 2020 Page 18 of 29

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

Risk Assessment V5.0 June 2020 Page 19 of 29

### Coaching Under 18 Clients on the road

(Up to Bikeability Level 2 standard)

(Includes the Parent/Guardian accompanying)

Group Affe Please T		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 Coach Pedestrian Driver Other Cyclist Other: State	✓ ✓	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.
Client Coach Pedestrian Driver Other Cyclist Other: State  Client Coach Pedestrian Driver Other Cyclist	✓ ✓ ✓ ✓	Other Client Cyclists: Clients could crash into each other causing injury or damage to property	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 to inform of safe riding distances. Order of clients in group to be rearranged if behaviour management is a problem.
Other: State		1				
Other. State	<u> </u>					
Client Coach Pedestrian Driver Other Cyclist Other: State	<b>√</b>	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.

Client	✓	Trip whilst pushing a cycle	2	3	6	Risk-assessed locations and
Coach	<b>✓</b>	-				staff supervised training.
Pedestrian		-				Inform clients of broken or uneven surfaces. Ensure
Driver		_				pushing cycles happens in
Other Cyclist		_				single file. Practise pushing
Other: State						cycle prior to leaving playground.
						F - 76
Client	✓	Collision with pedestrians	2	2	4	Risk-assessed locations.
Coach	✓	on shared use paths				Leader to use bell or verbally
Pedestrian	✓					advise pedestrians of
Driver						presence. Stop all cycling where route becomes narrow
Other Cyclist						with pedestrians, and give
Other: State						priority. Advise clients of DCC 'Share this Space' policy.
						Share this space policy.
Client	<b>✓</b>	Off road cycle paths in	3	2	6	Clients to be made aware and
Coach	✓	residential areas with				advised to check each
Pedestrian		driveways, potential for				driveway when passing.
Driver	✓	accidents with cars.				Listen for running engines. Ride in a 'strong' position on
Other Cyclist						cycle path, to keep away
Other: State						from driveway edge.
Client	✓	Client taken ill	5	1	5	Check well-being of all clients
Coach			-			prior to leaving training base.
Pedestrian						
Driver		_				
Other Cyclist		_				
Other: State						
Client	✓	Coach taken ill	5	1	5	Any sign of illness must be
Coach	✓	_				reported to fellow Coachs
Pedestrian		_				and/or school.
Driver Other Cyclist		4				
Other Cyclist Other: State		$\dashv$				

Risk Assessment V5.0 June 2020 Page 21 of 29

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

Client	✓	Infection from animal	4	1	4	Clients supervised at all times
Coach		excrement				and warned of presence of
Pedestrian						presence of excrement.
Driver						Known areas to be avoided
Other Cyclist						
Other: State						
Client	✓	Construction/road works in	5	1	5	Clients made aware of
Coach	✓	training area	3	1	3	dangers and NSI's to closely
Pedestrian						supervise. Dynamic RA where
Driver						required and avoid area if
Other Cyclist						danger increases. Request
Other: State		7				assistance from roadwork
						staff if necessary and avoid
						passing heavy plant if
						operating.

Risk Assessment V5.0 June 2020 Page 23 of 29

### Coaching Under 18 Clients on the road

(Up to Bikeability Level 3 standard)

(Includes the Parent/Guardian accompanying)

Group Aff Please T		Hazard & Location  Collision with moving or	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?  Hi-vis and PPE to be worn.
Coach	<b>✓</b>	speeding vehicle	5	2	10	Clients to use roads in line
Pedestrian		]				with ability. Hazard
Driver	✓					perception used at all times
Other Cyclist						as per level 3 requirements.
Other: State						
Client	✓	Fall from cycle.	2	3	6	Avoid rough or gravelled
Coach	✓					ground. Ensure spacing is
Pedestrian						adequate in snake. Avoid or
Driver		_				warn of potholes. Instruct on raised edge of some
Other Cyclist		_				decorative side roads or
Other: State						school driveways.
Client	<b>✓</b>	Other Client Cyclists:	2	3	6	NSIs to inform of safe riding
Coach	✓	Clients could crash into				distances.
Pedestrian		each other causing injury				Order of Clients in group to
Driver		or damage to property				be rearranged if behaviour
Other Cyclist						management is a problem.
Other: State						
Client	<b>✓</b>	Trapped clothes in cycle,	2	3	6	Clothing/bike check done at
Coach		causing interference to				start of session, checking for
Pedestrian		cycling				long jackets, long cords, loose
Driver						trousers, loose or loopy laces, and ensuring all are tied /
Other Cyclist						tucked away. Jackets not to
Other: State		1				be too long.

Risk Assessment V5.0 June 2020 Page 24 of 29

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

Risk Assessment V5.0 June 2020 Page 25 of 29

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

Risk Assessment V5.0 June 2020 Page 26 of 29

Client	✓	Infection from animal	4	1	4	Clients supervised at all times
Coach		excrement	7	_	1	and warned of presence of
Pedestrian		7				presence of excrement.
Driver						Known areas to be avoided
Other Cyclist		7				
Other: State						
ol: .					T	
Client	<b>√</b>	Construction/road works in	5	1	5	Clients made aware of
Coach	✓	training area				dangers and Coach to loosely
Pedestrian		_				supervise. Client to
Driver		_				undertake dynamic RA where
Other Cyclist						required and avoid area if
Other: State						danger increases as per level
						3 requirements. Request
						assistance from roadwork
						staff if necessary and avoid
						passing heavy plant if
						operating.
	1 /				1	
Client	<b>√</b>	Client cycling on road	5	1	5	Clients made aware of
Coach	✓	without coach.				dangers and coach to closely
Pedestrian						supervise. Client to
Driver						undertake dynamic RA where
Other Cyclist		7				required and avoid area if
Other: State		7				danger increases as per level
						3 requirements.

Risk Assessment V5.0 June 2020 Page 27 of 29

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

IIIIS INA S above	c are not c	and any addition	ilai ilak alloulu be ilateu b	CIOW	
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					

Amendment: Covid-19

#### 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.

Risk Assessment V5.0 June 2020 Page 29 of 29