Health and Safety Policy

V6.2 Revised: April 2026

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Responsibility

Overall and final responsibility for health and safety is that of:

Graham Creaton

Cycle North, HEART, Bennett Rd., Headingley, Leeds LS6 3HN 07879450095

Day-to-day responsibility for ensuring this policy is put into practice is delegated to The Instructors.

Statement of Intent

Cycle North is fully committed to achieving high standards of health and safety for its staff, working partners and cycle trainees.

It recognises its obligations under the Health and Safety at Work Act and related legislation and is equally committed to meeting those obligations.

Specifically we are committed to:

- prevent accidents and cases of work-related ill health and provide adequate control of health and safety risks arising from work activities.
- provide adequate training to ensure employees are competent to do their work.
- engage and consult with employees on day-to-day health and safety conditions and provide advice and supervision on occupational health.
- With the help of designated staff, the H&S Officer shall be responsible for drafting, developing and updating policy, instruction and guidance on behalf of the organisation.
- implement emergency procedures – in case of injury or other significant incident. maintain safe and healthy working conditions, provide and maintain equipment i.e bicycles, helmets and hi-viz tabards.
- adhere to the companies generic risk assessment to minimise risk.
- make use of the organisations site specific or ITAG instructor training area guide that has been drafted for each school.



Signed: ……Graham Creaton, Director……

Date: ……10th Jan. 2024……

First Aid

First aid – All instructors are in possession of a comprehensive first aid kit with all the essential items for common accidents that occur during cycle training. Instructors all have attended the Emergency First Aid at Work within the last three years that meets the requirements of the Health and Safety (First Aid) |Regulations 1981. At each school a folder is supplied by the training manager with incident report documentation. See Emergency procedure.

Training sites

Cycle North has a generic risk assessment for training children and adults for all three Bikeability Levels. There is also an Instructor Area Guide (ITAG) for each area where training takes place.

To minimise possible risks, the following rules should be adhered to:

All sites used for cycle training are risk assessed beforehand by an instructor and an ITAG is drafted and kept on file. Post-training any amendments are sent to the training manager by the relevant instructor(s).

For schools, Ideal sites would have a good level surface, road markings, few parked cars, and good visibility, a steady light flow of traffic and be fairly close to the school.

However this is rarely possible and instructors need to take such precautions, as they feel necessary to ensure that trainees are not put at undue risk. This can include positioning instructors in strategic positions to oversee both the trainees and road situation, to limit the number of trainees riding at any one time and the manoeuvres that they practise there.

Every day of the training the instructors will re-assess the area before training and leave their contact details and information about where they will be training on the 'Training Area/Site Check & Instructor Contact Details' form that is supplied to instructors at all schools in a folder in the equipment box. This will then be left at the school office should the instructors need to be contacted.

Instructors are encouraged to feed back to Cycle North management any suggestions for amendments either to the site specific ITAGs or to the generic risk assessments for cycle training.

Instructors

- Cycle instructors are recruited by the Cycle Training Manager after a successful application form and interview. It is mandatory that all candidates have successfully completed the four day National Instructor Course before they are employed. There will also be a period of observation and mentoring by senior instructors before new instructors are permitted to deliver Level 2 training by themselves.

- The Cycle Training Manager will undertake the necessary references to determine the candidate's suitability to work

- They should be fit enough to do the work particularly with adequate sight, hearing and mobility to undertake the role.

- All instructors need to have received a satisfactory enhanced DBS/CRB clearance before working on their own with any children or young adults unless prior arrangements have been made with a school i.e. a new instructor who would like to observe a session.

- They will receive training on Child Protection issues and how to safeguard themselves.

- If they have any concerns, either about cycle training as a whole or a particular course or individual, they should contact the Cycle Training Manager

- If using their own cycle it will be their responsibility to maintain it in a roadworthy condition.

- When conducting a cycle course and riding, it is mandatory that instructors wear an approved cycle helmet.

- All helmets should be properly adjusted to fit snugly and treated with care.

- If a helmet is damaged in an accident it should be replaced immediately.

- In order to be seen clearly by other road users all instructors will be issued with high visibility waistcoats. These should be worn when running cycle courses on the road whether on foot or cycle.

- Apart from riding between sites or demonstrating a particular drill, instructors for level 2 should be mainly on the pavement / verge when controlling, observing and instructing trainees. Their actual position will depend upon the individual site and the manoeuvre being taught. They should try not to block the view of any road user when waiting at a junction.

- If an instructor wishes to demonstrate a drill on foot, they must ensure they are not putting themselves at risk or causing problems of any kind to other road users. This also applies if they decide to position themselves on the road for certain manoeuvres particularly right turns. There is no compulsion to stand on the road, and instructors should determine if this is in the best interests of all concerned.

- When not taking part in a drill, trainees should be waiting on the pavement or sat on their bikes by the side of the road in an orderly manner.

- Cycle training can continue in most weather conditions. If it is raining instructors should bear in mind that all vehicles will need a greater distance in which to stop safely and that visibility might be reduced. They will decide if it is safe to carry on. It is best to halt training during heavy rain and thunderstorms, and if it is foggy. If the roads are icy or snow covered instructors should use their own judgement.

- Instructors will have the ITAG at hand or read it thoroughly in advance so they know which roads are suitable for training. However situations do change and an instructor might feel that a junction is not suitable at that particular time. They may then move to a different site, which is in their opinion safe to use.

- Instructors can use their discretion in moving trainees to the actual training sites. They can walk them there; ride them there in stages completing early drills as they do so or ride there in a group. If riding as a group, one instructor should lead with the other at the rear of the line. The rear instructor will move to the front at junctions to protect trainees as they turn or in case they become separated.

- Personnel use of mobile phones whilst teaching is unacceptable except for contacting a co-instructor, the host school or for calling the emergency services.

Trainees

- Trainees under the age of 16 will have been given written parental consent to attend any cycle training course off school premises.
- Parents / guardians should also have indicated whether or not their child has any special needs, including relevant health or behavioural problems, or learning difficulties.
- It is the parent's responsibility to ensure the cycle is in good condition and correctly adjusted to fit their child.
- Trainees over the age of 16 needs to sign their own consent forms and accept responsibility for their own cycle, health, etc.
- It is compulsory that children wear cycle helmets during training. Instructors may need to adjust them to obtain a better fit.
- It is recommended that adults wear cycle helmets during training. They should be adjusted to obtain a good fit.
- All children must wear the hi-visibility tabards provided for the on road riding Sessions.
- It is recommended that adults wear hi-visibility clothing for on road riding Sessions.
- At the start of all courses, instructors will check the trainees' cycles and ensure they are safe to ride and fit the rider correctly.
- If any adjustments need to be made, provided the trainee gives permission, instructors may make them. However if there is insufficient time or repair is beyond the capabilities of the instructor, it is up to the trainee to arrange for alterations or repairs to be carried out.
- In certain cases the instructor may refuse to allow the trainee to carry on with the course until the cycle is safe to ride.
- Instructors should also check that cycle helmets are being worn correctly and are adjusted to fit snugly. Before riding instructors should also check the trainees' clothing to ensure that nothing will interfere with their cycling or become entangled with the spokes, wheels, pedals, chain or cogs. If Cycle North' helmets are damaged these are to be set to one side and marked for disposal.

Training Course

- General rules of behaviour should be discussed with trainees at the beginning of the course.

- Disruptive behaviour cannot be tolerated as it may upset other trainees and distract them.

- A level 1 training course will be carried out entirely in a safe enclosed environment such as a school playground, or empty cordoned off car park. This will allow trainees to improve their control skills without danger from other traffic.

- Instructors must ensure that they supervise these sessions carefully especially if there are a large number of trainees in a relatively small area.

- Time spent waiting to ride should be kept to a minimum.

- Trainees should only be riding under supervision and when it is their turn to do so.

- Trainees must ride in a controlled manner with proper consideration to each other.

- Instructions must be given clearly too all trainees, and instructors must be sure that they have been understood.

- Where relevant, instructors should follow up verbal instructions with a practical demonstration and allow trainees to ask questions and be answered.

- At the beginning of a Level 2 on road course, the instructor will observe the trainees carrying out a series of exercises on the playground / safe riding area to assess their riding skills, before allowing them to go out on to the road.

- At the beginning of a Level 3 advanced course, the instructor will assess the trainees' ability to perform basic on road manoeuvres in a quiet road situation before moving on to a busier location and more advanced techniques.

- In adult and one to one training sessions the same initial assessments must be made. This will determine the trainee's current ability and enable the instructor to decide how best to progress.

Course Ratios and Times

The maximum course ratios are given in the Cycle North Training Handbook. It is important that these ratios are observed to ensure the safety of participants as well as to give a good learning experience to trainees. All courses can be taught 1:1 and the guide time is a minimum of 2 hours per session.

Emergency Procedure

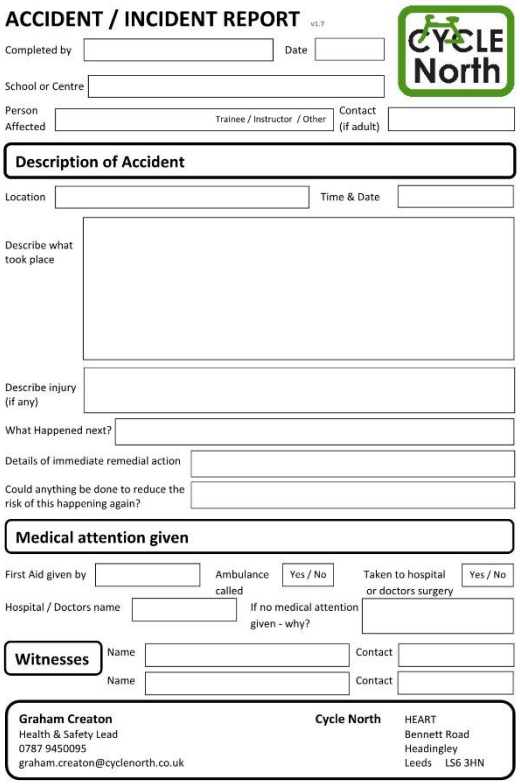
Should an incident occur instructors will follow this procedure:

1. Pause momentarily to think/ assess the situation
2. Assess the area for safety
3. Make sure the other trainees are out of harm's way/make the area safe

4. Assess the casualty
5. Call for assistance if necessary – a co-instructor, the school or emergency services
6. Administer first aid as appropriate
7. Inform the school of the incident and, if necessary, return to school
8. Fill out any relevant paperwork required by the school in which you are working
9. Complete the Cycle North incident reporting procedure as detailed below

Incident reporting procedure

Any incident that results in a participant, or staff member, receiving an injury that breaks the skin or results in significant bruising, pain, or distress means the instructor **must** fill out an incident report following this procedure:


ACCIDENT / INCIDENT REPORT v1.7

Completed by | Date

School or Centre

Person Affected | Trainee / Instructor / Other | Contact (if adult)

Description of Accident

Location | Time & Date

Describe what took place

Describe injury (if any)

What Happened next?

Details of immediate remedial action

Could anything be done to reduce the risk of this happening again?

Medical attention given

First Aid given by | Ambulance called | Yes / No | Taken to hospital or doctors surgery | Yes / No

Hospital / Doctors name | If no medical attention given - why?

Witnesses Name | Contact | Name | Contact

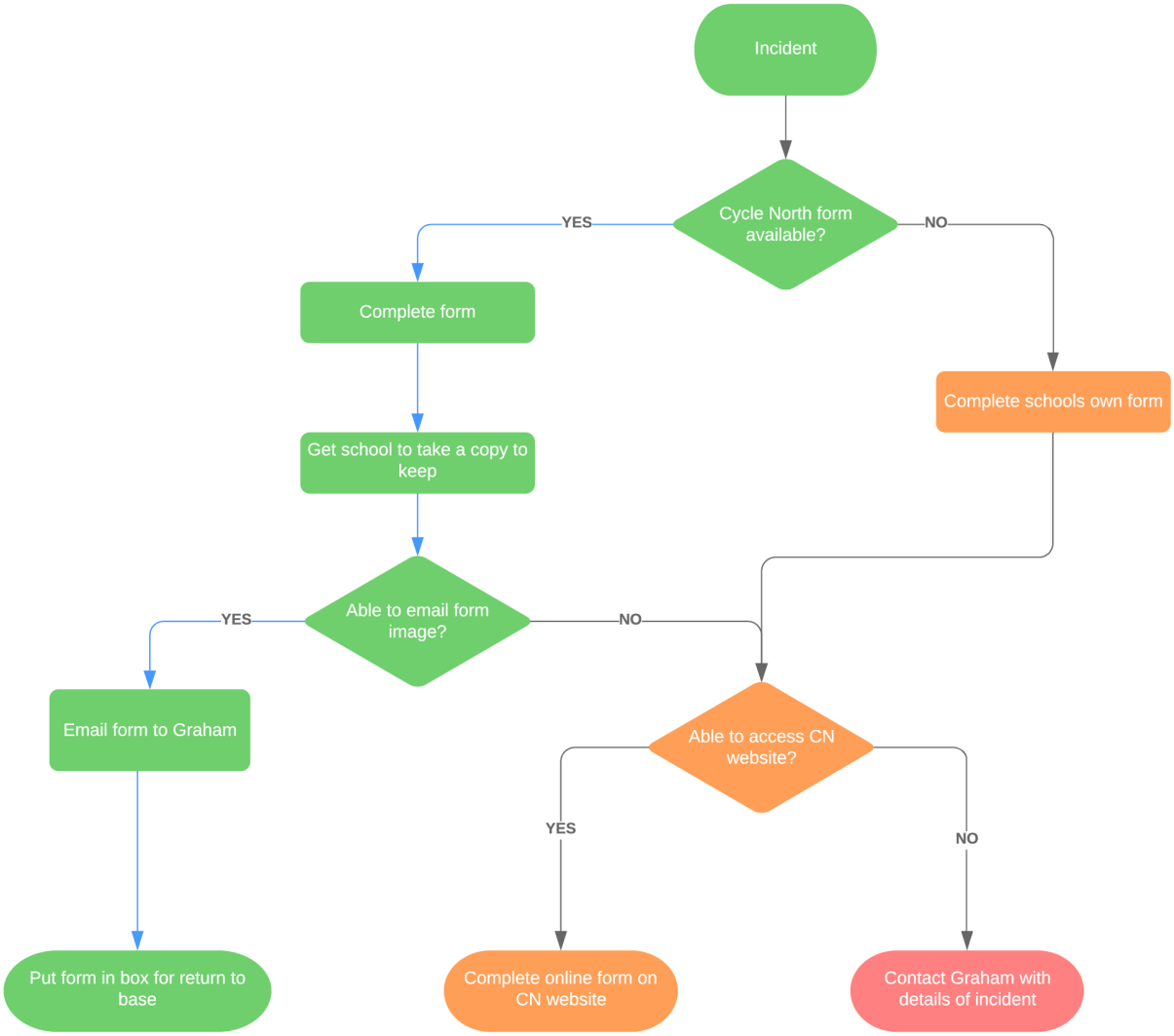
Graham Creaton
Health & Safety Lead
0787 9450095
graham.creaton@cyclenorth.co.uk

Cycle North
HEART
Bennett Road
Headingley
Leeds LS6 3HN

As soon as practicable, after the Emergency procedure above, the instructor should:

1. Fully complete a Cycle North incident report form. This should be done promptly, with no exceptions. This is a legal requirement. Incident report forms are available in the folder supplied with each box of training equipment
2. Email a digital image of the form to the manager with responsibility for Health and Safety (Graham Creaton, graham.creaton@cyclenorth.co.uk) Any image format will do, as long as it is legible.
3. Get the school office staff to photocopy the completed accident report form and leave a copy with the office. It may also be appropriate to fill in the school's incident report form and take a copy for the H&S manager.
4. If the incident is serious immediately inform the Bikeability training manager of the incident, ideally by phone.
5. Return the original accident report form to the Bikeability H&S manager. The form can be placed in a prominent position in the training equipment box and will be processed when the box returns to base.

If, there are no forms available see the following flow chart for alternative reporting procedures.



If the incident is quite minor and it is unclear if an incident report needs filling out, the instructor should check with the school office, or a member of Cycle North management, if a form is required. Please note that if a child bangs their head an incident report must be completed and the school informed asap.

In the unlikely event that the incident involves another road user, the instructor will exchange details with them and record their vehicle's registration number. The instructor should record contact details for any witnesses, and call the police, as appropriate.

In situations where an incident occurs without injury then full details of the incident should be sent to the Health and Safety lead, using the incident form, if that seems appropriate, or by email. This includes damage and loss of property or equipment, altercations with a member of the public, aggressive or threatening behaviour of a rider, where an instructor does not feel in control of the situation

Insurance

- All instructors running cycle training courses on behalf of Cycle North have undertaken suitable training with a recognised Instructor Training Organisation. They are covered by Cycle North public liability insurance arrangements.
- Cycle instructors are covered by the Employers liability risk insurance.
- In order to counter any accusation of negligence, Instructors must keep to the guidelines laid down by Cycle North.

Working Alone Procedure

Cycle North is committed to satisfying its legal duties with respect to lone and out of hours working. The purpose of this Procedure is to outline the health and safety issues associated with lone workers and to provide Line Managers with sufficient information to ensure the safe working environment of lone workers.

The general duties of the Health & Safety at Work etc Act 1974 and more specific duties of the Management of Health & Safety at Work Regulations 1999 (as amended) requires Cycle North to provide a safe environment, safe equipment and safe systems of work for its employees and those working on its premises. Guidance has been taken from the HSE publication INDG73 rev. These requirements are applicable to all work situations, including where staff (and others) are working alone on site or off site and including outside normal working hours.

This Procedure is not intended to be restrictive or provide definitive guidance on lone working. Where any doubt exists as to the action to be taken or advice or assistance required, contact should be made with Cycle North Health & Safety Officer.

Definition

Lone workers are those who work by themselves, without close or direct supervision. Lone working is not to be confused with the chance occurrence of finding oneself on ones own; for example arriving first or leaving last, or working in an area outside near a co-instructor. The Procedure is intended to cover all employees of Cycle North including Instructors, Driver, and management and admin staff.

There may be situations when it is not possible or practical for staff to work in pairs or groups. Particular attention will be needed to ensure that working alone does not make staff more vulnerable. Working alone could be:

- Conducting on-site risk assessments
- Delivering equipment
- Carrying out maintenance/technical duties in isolation

On-site Lone Working

In many cases where staff work alone this will be without significant risk (eg persons working alone in offices where appropriate safety precautions are in place).

However, there will be occasions when this is not so. Working alone can introduce or accentuate hazards (eg lack of assistance if needed, inadequate provision of first aid, sudden illness, violence from others, emergencies, failure of services and supplies, etc).

Persons working in isolated areas may be at risk if they do not follow procedures to alleviate any problem they may encounter.

Where possible lone workers, ensure that other people are working in the vicinity.

Where this is not possible, follow the procedures set out below:

Advise your line manager (or co-director) where you will be working, your phone number at that location the expected duration of your stay and in broad terms what work you will be doing.

If you have reason to be working in an unoccupied building outside of normal working hours or at weekends, you should inform the security officer on duty and your Line Manager to let them know where you are and how long you will be there.

Never work in an area without local access to a telephone. If you are working past the normal working hours in an evening, inform the security officer on duty that you are still in the building and advise them when you finally leave.

If you feel alarmed or threatened, for any reason, contact Security or Reception if open, your line manager or the police, as appropriate.

Off-site Lone Working

It is the Line Manager's responsibility to ensure that safe working arrangements are in place. The Line Manager should -

- Ensure that a full risk assessment has been carried out by the staff member in question.
- Ensure that the person is capable of working alone. The Line Manager will need to consider both routine work and foreseeable emergencies that may post additional physical and mental burdens on the individual.
- Ensure that staff working alone understand the risks involved in their task and also what safety precautions will need to be taken. Examples would be ensuring that they are contactable, via mobile phone, prearranged calls or physical checks by a second person.
- Provide suitable and sufficient training for lone staff that outlines the specific risks involved and how they can play a role in deflecting or minimising the risk.
- Establish emergency procedures in the event of an incident, including quick access to a safe area or exit from an unsafe location, evacuating other staff and informing the appropriate authorities.

Summary of suggested possible control measures:

- Telephone office and leave itinerary of visits
- Telephone Reception
- Sign in and out at site school or office reception
- Carry mobile phone
- Regular timed calls in to a Supervisor
- Ensure electronic diary is kept up to date and read-only access given to Line Manager/Supervisor

It is the lone worker's responsibility to action specific control measures if they assess that these are required. Where it is not possible to devise arrangements for a person to work alone in safety then the work/activity is not to be permitted and alternative arrangements must be considered.

Information, Instruction and Training

Managers must ensure that everyone who is required to work alone is competent to do so, having received suitable and sufficient information, instruction and training to enable them to work safely. The extent of the instruction and training provided will vary according to the level of risk identified.

It is the responsibility of all staff to undertake work (including lone working) in accordance with the findings of the risk assessment, to comply with any information and training received, and to report immediately to their Line Manager any problems or concerns. Staff working on other employers' sites must comply with the health and safety instructions in place at that site.

Supervision of Lone Working

Although lone workers are not subject to constant supervision, managers are still required to ensure appropriate control of the work. Supervision, where needed, should be provided alongside information, instruction and training, ensuring that staff understand the risks associated with their work, and that necessary safety precautions are being carried out. Supervision can also include providing guidance in situations of uncertainty.

In every situation there must be an appropriate means of ensuring that, at some stage, contact is made with a person working alone. It should also be possible for the lone worker to initiate contact.

The extent of the supervision required depends upon the risks involved and the proficiency and experience of the person carrying out the work. Persons new to a job, undergoing training, or dealing with new situations may need continuous supervision until such time as they are competent to work alone. The extent of the supervision is a management decision, which should be established through the risk assessment process.