

<b>Activities Covered by this Assessment</b>	National Standards (NS) Bikeability Training Delivery - Level 1 (L1), Level 2 (L2) and Level 3 (L3) – LTR , Family .Generic Risk Assessment	<b>Reference:</b>	<b>Bikeability RA/TL/SW/HS/EC/T&amp;S 23/04/2025 ISSUE 6</b>
<b>Site Address / Location</b>	All Leicestershire County Schools	<b>Department / Service / Team</b>	Safe & Sustainable Travel Team
Note: A person specific assessment must be carried out for young persons, disabled staff and new and expectant mothers conducting this activity			

Hazard (Something with a potential to cause harm)	Who might be Harmed & How?	Existing Controls (Consider Hierarchy of Control)	Initial Risk Rating (S x L)			Further Controls Required (Consider Hierarchy of Control)	Final Risk Rating (S x L)			Action Required		
			Severity	Likelihood	Risk Rating		Severity	Likelihood	Risk Rating	Who (Initial)	Date By: (--/--/--)	Done?
<b>Condition of training Surface Area (Level 1)</b>	<b>Riders Instructors Assistants</b>  <b>Uneven/poor surfaces creating loss of control of bikes</b>	<p>Prior to training the off-road area will be checked thoroughly by instructors:</p> <ul style="list-style-type: none"> <li>Instructors to carry out a pre-training risk assessment of the training area.</li> <li>If surface is poor or unsuitable consider alternative area if available (liaising with school staff).</li> <li>Make riders aware of any changes in level of training area.</li> <li>Any debris such as loose gravel/wet leaves etc. to be moved making use of school staff (Premises Officer) and/or equipment such as brushes to assist clearing the area.</li> <li>Smaller items of play equipment to be removed.</li> <li>Consider coning off any immovable objects, e.g. netball poles etc.</li> <li>Dynamic (ongoing) assessment of ongoing weather conditions affecting surface area.</li> </ul>	L	L	L					Instruct or / and school	Ongoing Daily	✓

		<ul style="list-style-type: none"> <li>Avoid and cone off areas made slippery or unsuitable by rain, frost, ice etc.</li> <li>Instructors must wear suitable footwear for the weather conditions and physical nature of the activity. The footwear must be secure/unable to slip off feet (no flip-flops/sliders/ any footwear that is not secure) to minimise risk of slipping on snow, frost, ice or uneven surfaces.</li> </ul>										
<b>Access to/use of training area by other users (Level 1)</b>	<b>Riders</b> <b>Instructors</b> <b>Assistants</b> <b>Other users</b>  <b>Potential conflict with other non- cycling users</b> <b>Reduced training space compromises safety of manoeuvres</b>	<ul style="list-style-type: none"> <li>Exclusive use of training area is best practice and should be the default position.</li> <li>Prior to training identify any simultaneous use of training area with school staff; if simultaneous use is planned, cone off training area to maintain segregation and inform riders of the training boundaries to avoid any potential conflict.</li> <li>Ensure training area is not accessed by parents or adults until training is finished and ensure school enforce this practice.</li> </ul>	L	M	L					Instruct or/and school	Ongoing Daily	✓
<b>Non-compliance with Bikeability Instructor to Rider ratios (Level 1, 2 and 3, learn to ride, family)</b>	<b>Riders</b> <b>Instructors</b> <b>Assistants</b>  <b>Non-compliance with ratios invalidates insurance - results in inadequate supervision</b>	<ul style="list-style-type: none"> <li>Bikeability L1 – maximum number of riders per instructor: 12</li> <li>Bikeability L2 – maximum number of riders per instructor: 6</li> <li>Bikeability L3 – maximum number of riders per instructor: 3</li> <li>No variation on these ratios is permitted-any extra adult must be pre-agreed with school and instructor.</li> </ul>	M	L	L					Instruct ors	Ongoing Daily	✓

	<b>levels and breaches Bikeability Delivery Standards</b>	<ul style="list-style-type: none"><li>• LCC agreement – L3 - instructors work in two's enabling up to 6 riders in a group (no lone working).</li><li>• LCC agreement – L2 -where delivering 1:6 another adult <b>MUST</b> be present (member of school staff for example). Monitoring of ratios will take place including through periodic supervisory visits.</li></ul>												
<b>Condition of bikes and helmets (Level 1, 2 and 3, learn to ride, family)</b>	<b>Riders Instructors Assistants</b>  <b>Badly maintained bikes can fail mechanically and cause trainees to fall off / lose control.</b>  <b>Ill-fitting or defective helmets offer little protection in the event of a fall.</b>	<ul style="list-style-type: none"><li>• Pre-course information sent to schools (to forward to parents) ahead of training detailing expectations regarding bike and helmet condition in accordance with LCC &amp; Bikeability guidelines.</li><li>• Instructors to carry out pre-course checks on bike condition and helmet condition in accordance with training and Bikeability Delivery Guide.</li><li>• Minor adjustments for comfort and safety of riders may be made to bikes and helmets by instructors in accordance with training and Bikeability Delivery Guide.</li><li>• LCC training guidelines stipulate “no helmet no training”</li><li>• Instructors have final discretion on whether a bike is suitable and safe for training. Faulty bike – bike check form sent home with rider if the problem is deemed to be dangerous (not road worthy).</li></ul>				<ul style="list-style-type: none"><li>• All contracted LCC instructors have access to qualified bike mechanic for expert advice (supervisors) .</li><li>• All instructors are trained to diagnose the following faults (included in First4Sport L2 Training):<ul style="list-style-type: none"><li>○ Low tyre pressure.</li><li>○ Poor braking – brake block alignment and brake tension</li><li>○ Loose wheels or parts of the cycle.</li><li>○ Saddle orientation and height</li><li>○ Brake lever reach.</li></ul></li><li>• Instructors <b>MUST</b> always work within their competencies and should not attempt to make any adjustments which are beyond their current knowledge and skills or will impact significantly on the session and/or riding time.</li><li>• An audit of tools/kit used to make bike adjustments will be carried out annually (</li></ul>					TL/SW	Sept 2023	Ongoing	✓

					September ). Tools/Kit required to be identified at September meeting and supplied October meeting.						
<b>Clothing (Level 1, 2 and 3, learn to ride, family)</b>	<b>Riders Instructors Assistants</b>  <b>Inappropriate clothing can cause overheating or even hypothermia. Smooth soled shoes can slip off wet pedals causing trainees to lose balance and fall. Lack of hi viz clothing reduces visibility of instructor and riders to other road users</b>	<ul style="list-style-type: none"> <li>Pre-course information sent to schools (to forward to parents) outlining our expectations regarding clothing and footwear suitability in accordance with LCC &amp; Bikeability Delivery Guide.</li> <li>Ensure all riders are wearing clothing and footwear suitable for cycling.</li> <li>Ensure each rider is wearing hi viz tabard - only LCC supplied tabards are permissible.</li> <li>Instructors are supplied with uniform (summer and winter cycling jacket, helmet and cycling gloves) and PPE which is regularly reviewed and replaced when necessary – yearly audit – (July).</li> <li>Ensure each instructor is wearing hi viz tabard - only LCC supplied tabards are permissible BS EN ISO 20471:2013.</li> <li>Instructors wear own footwear appropriate for walking and cycling in all weathers. LCC supplied steel toe cap boots are not suitable for this activity as they impair the ankle movement required for cycling.</li> </ul>	L	L	L				Instruct ors	Ongoing – Daily	✓
									TL/SW	July 2023	

<b>Weather (Level 1, 2 and 3, learn to ride, family)</b>	<b>Riders Instructors Assistants</b>  <b>As above-failure to prepare for changes in weather may lead to trainee discomfort and potential loss of control.</b>	<ul style="list-style-type: none"> <li>• Pre-course paperwork provided identifying the need for weather appropriate clothing, drinks, sun block, waterproofs etc.</li> <li>• Ensure all riders are appropriately dressed for current and forecast weather conditions - utilise school lost property box for emergency supply of gloves etc.</li> <li>• Consider impact of weather on training, e.g. low Winter sun will affect visibility if using roads with an East-West orientation.</li> <li>• Poor winter visibility may force the need for bikes to have lights if the training is to continue.</li> <li>• Be vigilant for signs of weather-related issues in riders.</li> <li>• Be prepared to curtail training in event of weather conditions that affect the safety and comfort of riders, and ensure school is aware of that possibility.</li> </ul>	<b>M</b>	<b>L</b>	<b>L</b>					Instruct or	Ongoing - Daily	✓
<b>Injury (Level 1, 2 and 3, learn to ride, family)</b>	<b>Riders Instructors Assistants</b>  <b>Injuries can be caused by falling from bikes, colliding with other riders or road users, slips and trips on pavements and</b>	<ul style="list-style-type: none"> <li>• All instructors are current First Aid certificate holders.</li> <li>• Ensure safety briefing is given to riders.</li> <li>• Identify school designated First Aider and any local arrangements in place, e.g. Medical Room.</li> <li>• All instructors to carry mobile phone in case of medical emergency. Instructor to check mobile phone signal and if poor to note nearest available phone.</li> <li>• At least one instructor contact number to be left with school for</li> </ul>	<b>M</b>	<b>L</b>	<b>L</b>					Instructi ons/Sch ool	Ongoing- Daily	✓

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<p><b>Pre-existing medical conditions (Level 1, 2 and 3, learn to ride, family)</b></p>	<p><b>Riders</b></p> <p><b>Cycling activities may cause these to flare up-effects may be amplified outside of normal classroom environment.</b></p>	<ul style="list-style-type: none"> <li>• School have responsibility to inform instructors of any medical issues that could impact on training.</li> <li>• Instructors have a responsibility to ask for this information.</li> <li>• Instructors have a responsibility to inform their line-manager of any change in health or of any medical issues that could impact on delivering training.</li> <li>• Riders to carry own inhalers and medication and alert instructor if used.</li> <li>• Any medication such as EpiPen's, diabetes testing kits etc. must be accompanied by school protocol.</li> <li>• Instructors have final discretion on whether a rider can begin or continue training.</li> <li>• Instructors' decision is final.</li> <li>• Instructors to remain vigilant always to the presence or effect of any medical issues.</li> </ul>	L	L	L					Instruct or/School	Ongoing-Daily	✓
<p><b>Behavioural/SEN issues (Level 1, 2 and 3, learn to ride, family)</b></p>	<p><b>Riders</b></p> <p><b>Cycling activities may be compromised by these issues.</b></p>	<ul style="list-style-type: none"> <li>• Instructors to fully brief school re content, style and structure of training so meaningful assessment can be made of rider's abilities.</li> <li>• School have responsibility to inform instructors of any behavioural/SEN issues that could impact on training.</li> <li>• Instructors have a responsibility to ask for this information.</li> <li>• Instructors have final discretion on whether a rider can begin or continue training.</li> </ul>	M	M	M	<ul style="list-style-type: none"> <li>• Instructors will adhere to local arrangements, i.e. 1:1 support by a TA etc. If a child requires 1:1 in a classroom setting the same principal must apply to Bikeability training.</li> <li>• Instructor to immediately contact the school (work mobile to be carried and turned on) if a rider absconds / runs off from the training location. Instructors will where possible maintain sight of lone rider but must remain with the group to</li> </ul>				Instruct or /School	Ongoing - Daily	✓

						adhere to rider: instructor ratios; the school will take appropriate action to deal with the lone rider.						
<b>Safeguarding (Level 1, 2 and 3, learn to ride)</b>	<b>Riders</b>  <b>Injury could be caused to trainees if this occurs.</b>	<ul style="list-style-type: none"> <li>Instructors have received appropriate LCC and First4Sport Level 2 training to recognise and respond to any Safeguarding issues.</li> <li>All instructors have current DBS certificates.</li> <li>Physical contact between instructor and rider to be avoided except in an emergency.</li> <li>Site specific checklist references knowing identity of School Safeguarding Officer.</li> </ul>	L	L	L					Instruct or/School	Ongoing / Daily	
<b>Collision or fall involving riders, Instructors (Level 1, 2 and 3, learn to ride, family and Bike Skills)</b>	<b>Riders</b>  <b>Injury could be caused to trainees if this occurs.</b>	<ul style="list-style-type: none"> <li>Monitor own and riders' fatigue and concentration levels.</li> <li>Maintain incremental training of outcomes so riders progress at an appropriate pace.</li> <li>Once the assessment for Modules 1.1 and 1.2 have been demonstrated in full, riders MUST progress to cycling in single and double- line groups ('snakes') before they start Bikeability L2.</li> </ul>	L	L	L					Instruct or	Ongoing - Daily	



<p><b>Incorrect positioning of instructors whilst delivering Level 2 and Level 3 outcomes</b></p>	<p><b>Riders Instructors Assistants</b></p> <p><b>Incorrect positioning could lead riders vulnerable to poor/unsafe behaviour of other road users.</b></p>	<p><u><b>Level 2 –</b></u></p> <ul style="list-style-type: none"> <li>Instructors should position themselves near the highest point of risk, with all riders (and co-instructor) in line of sight, and where instruction and feedback can be provided without intruding on the training space.</li> <li>Instructors must not obscure the line of sight for approaching drivers and riders.</li> </ul> <p><u><b>Level 3 –</b></u></p> <ul style="list-style-type: none"> <li>Instructors should position themselves where they can facilitate rider learning and independence, sometimes riding some distance behind or beside the riders and standing at the side of the road.</li> <li>Instructors will communicate (verbally/ hand signals) and always maintain good sightlines to the riders without intruding into the training space.</li> </ul> <p><u><b>L2 and L3 -</b></u></p> <ul style="list-style-type: none"> <li>Instructors to wear hi viz branded LCC uniform and carry ID badges. Two-way radios and whistles (LCC supplied) - to be carried at all times and used in the training as necessary and in emergency situations.</li> </ul>	M	L	L					Instructi ons	Ongoing- Daily	
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<p><b>Inappropriate choice of training location and levels of traffic are inappropriate to riders' abilities (Level 2 and 3 and family)</b></p>	<p><b>Riders Instructors Assistants</b></p> <p><b>Inappropriate training locations could lead to boredom and distraction if riders insufficiently challenged or nervousness and trepidation if location is too busy for their abilities.</b></p>	<ul style="list-style-type: none"> <li>• Riders <b>MUST</b> have fully demonstrated Bikeability L1 (off road) assessment criteria before commencing L2 (on road).</li> <li>• Successful demonstration of assessment criteria in Bikeability L2 is a prerequisite for participation in Bikeability L3.</li> <li>• Instructors to complete site-specific LCC risk assessment for each training location used.</li> <li>• When setting up drills, instructors should ensure the riders set off a good distance away to provide a realistic riding experience whilst maintaining line of sight.</li> <li>• L2 will be carried out on single-lane roads up to 30 mph limit with simple junctions with moderate traffic flows (where riders encounter vehicles with progressively greater frequency in each module).</li> <li>• L2 will be delivered on roads with a variety of progressively more challenging junctions where riders interact with increasing levels of traffic.</li> <li>• L3 will be delivered on more diverse road environments, including complex, busy roads and junctions with speed limits above 30 mph.</li> <li>• L3 will be delivered on progressively more challenging roads and junctions with high volume of, or fast, motor traffic.</li> <li>• Instructors continually assess the training location and can quickly change location by riding the group</li> </ul>	L	L	L					Instructi ons	Ongoing - Daily	✓
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		'snaking' to another location.										
Dispute or confrontation with another road user (Level 2 and 3 and family)	Riders Instructors Assistants  Poor or impatient drivers and other road users may perceive they are being held up and vocalise frustration with trainees or instructors.	<ul style="list-style-type: none"><li>Riders to wear LCC supplied high viz vests marked with "Cyclist under Instruction"</li><li>Instructors to wear LCC supplied hi viz clothing clearly marked with LCC branding.</li><li>Instructors to always carry LCC ID badge.</li><li>Instructor not to engage in any confrontation or debate at roadside.</li></ul>	L	L	L	Instructor to use local/previous knowledge to avoid training locations with potential for dispute or congestion	L	L	L	Instruct or	Ongoing - Daily	√

To add more rows to the risk assessment, place the cursor within the last row right click and select insert row below.

During this activity, what could go wrong resulting in an emergency situation?	Injury caused to a rider or Instructor following a collision or a fall
How could this emergency situation be prevented / controlled?	With reference to control measures above
Who should respond to a potential emergency situation and how? Have staff been trained to respond to this emergency situation?	Instructors and school staff. Instructors are qualified Emergency First Aiders
Could any non – routine changes affect the safety arrangements in place for this activity? (E.g. weather, people, equipment etc.) What can be done?	Control measures above will allow for contingencies such as inclement weather etc.

Risk Assessor (s) Name(s):	Terry Laywood	Risk Assessor(s) Signature (S):	
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	Terry Laywood		<i>T. Laywood</i>	
	Simon Wilson		<i>Simon Wilson</i>	
	Elizabeth Clark		<i>E. Clark</i>	
Authorised By:	Helen Simpson	Authoriser Signature:	<i>H. Simpson</i>	
Date Conducted:	23/04/2025	Date Review Due	Date of Review	Initial
		23/04/2026		

Potential Severity of Harm	<b>High</b> Death, paralysis, long term serious ill health.	<b>Medium</b>	<b>High</b>	<b>High</b>
	<b>Medium</b> An injury requiring further medical assistance or is a RIDDOR incident.	<b>Low</b>	<b>Medium</b>	<b>High</b>
	<b>Low</b> Minor injuries not resulting in any first aid or absence from work.	<b>Low</b>	<b>Low</b>	<b>Medium</b>
		<b>Low</b> The event is unlikely to happen.	<b>Medium</b> It is fairly likely to happen.	<b>High</b> It is likely to happen.
Likelihood of Harm Occurring				

Risk Rating Definitions
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<b>Low</b>	This is an acceptable level of risk. No further controls are required as the risk rating cannot be reduced any further. However, it is advised that continual monitoring occurs in order to ensure that no changes / deviation of control measures occur.
<b>Medium</b>	It is advised that further controls are implemented to reduce the risk rating to as low a level as possible. If the risk cannot be reduced to lower than a medium, then on site monitoring should occur to ensure that all stipulated controls are being adhered to.
<b>High</b>	This is an unacceptable risk rating. Urgent interim controls should be implemented to reduce the risk so far as is reasonably practicable. If the risk rating cannot be reduced to lower than a <b>High</b> , then a documented safe system of work should be implemented to control the activity. It may be necessary to seek further professional advice. Serious considerations should be given to the validity of carrying out the activity at all. Regular monitoring of the activity should occur.