

# Risk Management Summary: Cycle Safe Year 6 Programme

This document summarises the key risks and associated controls for the Cycle Safe programme. Only risks of direct relevance to the school are included. Council's full Risk Register for the programme is available upon request.

Site: \_\_\_\_\_

Date: \_\_\_\_\_

## Risk Factors

(accident, injury, loss or damage)

- An accident or incident in school or on road resulting in injury or death
- Medical emergency
- Exposure to UV
- Extreme weather conditions or natural disaster

	People	Equipment	Environment
<b>Causal Factors</b> <i>(hazards, perils or dangers that could make the risks more likely to occur)</i>	<ul style="list-style-type: none"> <li>• Incorrect procedure or instruction during the course of the programme.</li> <li>• Unsafe actions from other road users</li> </ul>	<ul style="list-style-type: none"> <li>• Failure of equipment</li> </ul>	<ul style="list-style-type: none"> <li>• Extreme weather conditions or natural disaster during instruction</li> <li>• Unsafe road conditions</li> </ul>
<b>School's additional causal factors raised:</b>			

	People	Equipment	Environment
<b>Controls</b>	<ul style="list-style-type: none"> <li>Instructors trained to meet CCC employment Criteria Suitable training and on the job experience.</li> <li>Children to be supervised at all times.</li> <li>Each on-road group must include at least one instructor who is fully signed off on-road instructing (as per team assessment process) and at least one instructor must have a current first aid certificate.</li> <li>Staff will abide by road rules at all times</li> <li>Cycle Skills training is targeted at students Year 6 and above. All children participating require parent permission and the inclusion of any year 5 students requires mutual agreement with school.</li> <li>Instructors to carry first aid kit, multi tool and cell phone for all on road sessions.</li> </ul>	<ul style="list-style-type: none"> <li>Instructors trained in cycle maintenance and helmet fitting.</li> <li>Unsafe equipment not used at any time.</li> <li>Children and instructors to wear cycle helmets and suitable clothing/footwear at all times during the programme, including appropriate high-vis vests.</li> <li>Maintenance checks on sponsored cycles and helmets and all cycle safe teaching equipment - records kept</li> <li>Full cycle and helmet maintenance checks.</li> <li>During on road sessions fluoro safety vests are to be worn by instructors and children.</li> </ul>	<ul style="list-style-type: none"> <li>Dynamic risk assessment completed prior to activity commencing, led by the On-site Lead at the school (Lead, Assistant Lead or assigned team member)</li> <li>Mapping school area to provide children with a safe route that's still realistic for a year 6 student to cycle to school on. Key arterials are highlighted in the map and discussed with school, if proposed as a route.</li> <li>Staff will gain written school approval of the course before going on road- making adjustments if recommended or if at school varying route in a contingency situation e.g. around road works</li> <li>Only teaching children within approved areas or on road courses</li> <li>Appropriate pre on road briefings for children.</li> </ul>
<b>School's additional risk management strategies:</b>			

<p><b>Emergency Plans</b> (what actions will be taken if an incident occurs)</p>	<p>Secure scene, check all students safe.            Check person/s involved            Phone emergency service if required            Inform Lead Instructor            Lead Instructor to contact &amp; inform Principal/Teacher &amp; Manager            Lead Instructor to arrange other students safe return or to join other groups &amp; organise bike/helmet of person/s involved            Instructor/s to fill in any required incident reporting forms (red book for minor incidents and more detailed documentation to be reported to Lead instructors whereupon the relevant online incident forms will be completed).</p>
--	--

<p><b>Additional Information</b></p>	<p>On-road ratios of adults to students will be at least 1:6, with a maximum allowed group size 2 adults and 12 students. The On-Site Lead will have discretion on the maximum appropriate for each session, however it cannot exceed this. If there are more than six students and only one instructor is fully signed-off (as per above criteria) then the maximum allowed group number is 2 adults and 10 students</p> <p>If children do not meet the required Grade 1 standards prior to on-road sessions they will not be permitted to participate in on road sessions. If capacity allows, children that are identified as being able to participate on-road but needing more basic training will be offered a simplified on-road course, in agreement with the school.</p> <p>Instructors to report any new hazard or incidents using appropriate forms stored in vehicles or accessed on the intranet.            Note: Teacher aide may be required for students with specific needs            All children are to receive a certificate advising of the competencies achieved with a recommendation as to whether further adult supervision is recommended in light traffic conditions.</p> <p><i>Cycle Safe will liaise with school on any further risk mitigation, should delivery be at a time when COVID 19 alert levels demand more controls such as heightened cleaning or maximising social distancing.</i></p>
--------------------------------------	---

**Signature of school representative:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Name of school representative:** \_\_\_\_\_