

Education RAMS 18 – activities with bicycles

UCET Work Method Statement or Standing Operating Procedure

For other instructions relevant to this activity, please refer to:

- ED 1 RAMS Activities Outdoors with Children
- Offsite 2 RAMS Education groups & OTR

1. The Activity

Activity being carried out: Activities with Bicycles

How is the activity completed?

Children will be shown the bicycles and helmets and will have an onsite familiarisation session before going offsite; the session will enable leaders to assess the capabilities of the group. Briefings will be given to the group before going offsite and an offsite activity form will be filled in. A copy of which should be left in the office. The cycling group will then follow the leaders and any instructions given during the activity. Groups may sometimes be involved in planning and navigation. The group may also take part in cleaning the bike post-use.

What equipment is used?

Off road bicycles, cycle helmets, high viz vests, offsite leaders' rucksack, phone, radio, pumps, inner tubes, tyre levers, multi tools, maintenance kit, throw line.

What locations are approved for the activity?

Grounds of Ufton and local tracks

What are we expecting the public and accompanying staff to do?

Take note of the Hazard Exchange Form information shared and act on it; share information about the needs of their children and any behaviour which might affect the session with UCET staff; Follow instructions given before and during the activity. Administer first response first aid to any of their children who injure themselves (Ufton staff are available to support and help if requested following the first response.)

Which parts of the activity are the public and accompanying staff prohibited from doing?

Cycling in a different direction than the group, cycling faster than the group, cycling in an unsafe manner like to cause harm to themselves and/or others.

What significant hazards have you identified in the activity?

- Impact from falling off bicycle
- Colliding with other bicycles or objects
- Traffic accident
- Separation of group
- Child absconding
- Exposure to weather
- Mechanical failure of bicycle
- Debris on road
- Failure of navigation resulting in being lost
- Falling in body of water

Reviewed annually unless procedure needs to change. Next Review due: Nov 2020

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Are there any other issues that may affect the activity which you need to include in the control measures?

Allergic reactions to the environment, other medical conditions

What control measures do you have already in place?

- Bicycles are stored inside
- Bicycles are checked regularly and are maintained
- Bicycles will be checked annually by a local external bicycle company
- Ufton staff will receive training with regards to day to day maintenance and checks by external bicycle
- Ufton staff delivering this activity will hold a Ride Leadership Level 1
- Cycle helmets are issued and children shown how to put them on.
- Cycle helmets are regularly checked internally and by an external competent persons
- Areas for the activity have been identified and are checked regularly
- Activity located elsewhere or changed if weather conditions pose a risk
- Activities going offsite follow the offsite procedures
- Rucksack carrying required kit and first aid is carried by leader
- Ratio will be 1:8
- Groups will be no larger than 12 and a member of the school staff will accompany the group
- Children will be instructed at the start of the activity and their capability assessed before going offsite
- Cyclists will wear high viz vests
- Cycling routes on site will be chosen to avoid the possibility of meeting other site users
- Any risks associated are explained to the children before the activity as part of the brief
- Instructions on how to act and behave
- Children advised on how to keep warm
- Children advised to wear appropriate clothing for weather and this is checked prior to activity starting.
- Medical information is checked before the start of the activity and is on the Hazard Exchange form
- Supervising school leaders are responsible for ensuring that medication is given correctly and at the right time
- Activity led throughout by UA staff team
- The group will be briefed before cycling offsite
- When cycling offsite, the group will cycle in single file with an Ufton leader at the front and member of school staff at the rear on busy stretches of track, long stretches of road will be avoided where possible
- Bicycles are cleaned as required with brushes and water
- Children advised to wear appropriate clothing and equipment for the weather and activity. This is checked prior to activity starting.
- Drive or cycle approved routes before use to ensure roads and tracks are suitably clear of dangerous debris
- Extra consideration to be given when choosing which roads to cycle on. Route planners to consider visibility, likely traffic speed, visibility, group organisation etc.

2. Hazards if exposed during the activity

Heat related injuries, lost child

3. PPE to be issued and worn

Cycle helmets and Hi-Viz vests, optional gloves and glasses.

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4. Risk Controls Applied

Hazard	Likelihood	Injury Outcome	Business Risk	Environmental Impact	Overall Risk and additional comments
Failure of navigation resulting in group being lost	1	1	1	1	1 Critical Incident plan is put into action
Child absconds	1	5	4	1	20 Critical Incident plan is put into action
Impact from falling off bicycle	1	3	1	1	3
Impact with other bicycles or objects	1	4	1	1	4
Traffic accident	1	5	5	1	25
Allergic reactions	2	5	5	1	50 See Ed 5 RAMs – activities in woodland See Ed 13 RAMs – natural resources Collect medical information to avoid materials which cause anaphylaxis. Make sure epi-pens are carried where allergies are known Hazard Forms
Separation of group	1	5	5	1	25 Ufton adult at front and back of group Route pre-planned before setting off
Mechanical failure of bicycle	1	4	1	1	4
Debris on road (finding or leaving)	1	5	5	2	25 Staff trained in water rescue
Falling in body of water	1	5	5	1	25 Ufton staff trained in water rescue

Key

Likelihood	Injury Outcome	Business Risk	Environmental Impact
1 Remote – no historical occurrences here but has happened elsewhere	1 No treatment	1 No impact	1 No impact
2 Unlikely – Occurs here but extremely rare (not in last year)	2 On site first aid administered	2 Minor impact	2 Minor Impact
3 Possible – has occurred in the last year	3 Treatment by external medical professional and same day discharge	3 Moderate short term impact	3 Moderate short term impact
4 Foreseeable – occurs occasionally (once per term)	4 Admission to hospital	4 Serious medium term impact	4 Serious medium term impact
5 Regular – occurs regularly (weekly)	5 Death or life changing injury	5 Very serious long term impact	5 very serious long term impact
Multiply Likelihood x Injury Outcome x Business Risk x Environmental Impact.			
Any score above 25 must result in control measures being applied in the additional comments column			