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| **SERVICE**  Bikeability | DESCRIPTION OF WORK ACTIVITY OR AREA OF THE WORKPLACE ASSESSED **Bikeability Scotland Training - Level 1**  Risk Assessment to be read in conjunction with Map (below) and entered on Evolve. | | | | | COMPLETED BY |
| AREA | DATE COMPLETED |
| LOCATION | DATE TO BY REVIEWED |
| **STEP 1** | STEP 2 | **STEP 3** | **STEP 4** | | | **STEP 5** |
| **List potential hazards here:** | **List groups of people at risk from hazards. Including those most vulnerable:** | **List existing control measures or note where information may be found:** | **Calculate the residual risk taking the presence & effectiveness of existing measures into account:** Severity x Likelihood = Risk Rating (1 to 3) | | | **List further control measures necessary to reduce risk to an acceptable level AND date of introduction of these measures:** |
| General control measures | BSI/Volunteer/School staff  Trainee under instruction  Other pedestrians | **Ratio** **1** BSI: **15** children  Minimum 2 adults – lead adult must be at least BSI Qualified for all on road training activities. Member of staff must be always present.  **ASL pupils** to have 1:1 assistance from nominated member of staff or parent, or other arrangements made that are suitable for that pupil.  **Helmets must be worn.**  **High Visibility Clothing** worn by pupils & all adults**.**  **Parental permission must be obtained** to allow on-road training.  **Bike is safe, road legal and the correct size for rider** Full Bike Check or Dr Bike session to be carried out by BSI/CT prior to sessions, supervised M check carried out by pupils at the beginning of each session.  **Walk to and from site** supervised by member of School staff, good instruction on where and how to walk.  **Training site free from traffic** signs can be used if necessary.  **Site Assessed** identifying potential hazards (mark route map with crossing & vulnerable points)  **Re-route if necessary,** on day of training.  **Continual Assessment** (on daily basis) to take account of surface conditions, weather etc.  **Car parking** request made to school for cars to be parked in main car park or in spaces closest to exit if car park space being used  **All made aware to keep a look out for any vehicles or pedestrians that may be accessing the playground/carpark**  **Trainee has been given a full description and demonstration of activity** by BSI. | 3 | 1 | 3 |  |
| Medical requirements | Trainee under instruction | **School staff aware of any medical needs of trainees** with relevant information shared with CT/BSI.  **First Aid** will only be administered by appointed member of school staff. | 2 | 1 | 2 |  |
| Adverse Weather | BSI/Volunteers & Trainees under supervision | **Cancellation** when ice or snow on the ground, lightning is ongoing, wind would impact on riding or there is a Met Office warning in place. | 3 | 1 | 3 |  |
| Trainee leaving the playground unsupervised | Trainee under instruction | **Boundaries set** trainees reminded at start of each session.  **School staff assisting** ensuring trainees stay within the boundaries. | 2 | 1 | 2 |  |
| Fire Alarm Raised | BSI/Volunteer/School staff  Trainee under instruction  Other school users | **All made aware of fire assembly point and fire alarm sound,** all trainees and school staff made aware that if alarm raised, trainees should get off their bikes and walk them to where the BSI is and await further instruction. | 1 | 1 | 1 | School staff to make BSI aware if any alarm tests to be carried out during the session. |