

Checklist for Primary Schools undertaking Bikeability

[www.highland.gov.uk/bikeability](http://www.highland.gov.uk/bikeability)

* Notify the Bikeability Scotland Co-ordinator (BSC) of your intention to carry out Bikeability
* Recruit staff/volunteers, process PVG’s & send on Bikeability Scotland Instructor (BSI) training
  + Volunteer recruitment leaflets and resources are available from the BSC
  + BSI courses are listed on the HC Bikeability webpage, along with a request form for additional courses
* Complete a Risk Assessment (playground = HT/BSI, on road = BSI/BSC). Templates are available from the HC Bikeability webpage. Add to Evolve.
* Request resources via Survey Monkey from BSC in December or June
  + Resources can be requested out with these times but may take longer to arrive
* Set a date for delivery of sessions and certificate award ceremony
* Organise a Dr Bike\* or bike check session, the BSC can assist with this
* Send out consent letters, include:
  + Parent’s Guide (pdf available)
  + Consent to take part
  + Consent to bring in own bike
  + Consent to share bikes with pupils who do not have one to use
  + Clothing advice
  + Date of award ceremony if parents invited to attend
* Give out certificates and badges at the award ceremony
* Respond to Survey Monkey Data Return from BSC (also on the HC Bikeability webpage) in December *and* June
* Start planning for the next set of sessions

Have you considered:

* Joining up with another school to deliver. This could be helpful if you have small numbers or are low on volunteers.
* Remote/rural location? Ask the Bikeability Co-ordinator about a Rural Cluster Delivery Programme.
* Do you have adequate cycle storage? The Road Safety Team could assist your school with supplying cycle storage ([road.safety@highland.gov.uk](mailto:road.safety@highland.gov.uk))
* Cycle Friendly School Award (<https://www.cycling.scot/what-we-do/cycling-friendly/primary-school>)

\* Dr Bike – external bike mechanic will come and assess bikes, giving them an MOT style report, bike checks can be performed by the BSI.

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