***Maintenance***

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| **Hazard/ risk** | **Persons at risk** | **Controlling the risk** |
| Trapped fingers | Cubs | Don’t let Cubs mess with the chain while chain/wheels etc are turning. Cubs’ hands should be well out of the way when things are moving about.    Don’t let Cubs pull the chain to check tightness- they might get their fingers between chain and cog |

***Riding (skate park to Caton)***

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| **Hazard/ risk** | **Persons at risk** | **Controlling the risk** |
| Roads and Traffic    Collision with other traffic, due to inexperience of road use and equipment. | Cubs (inexperienced) | Instruction and training of riders plus careful supervision on the trip itself.    Use of High Visibility jackets/vests.    Avoid cycling at night or dusk.    Compulsory and proper use of cycle helmets by **all**.    Use dedicated cycle paths away from other traffic.    Route planned to avoid travel along roads. One road crossing, to be supervised by a leader. |
| Collision with each other | All | All warned to keep their distance, and not to ride recklessly downhill. |
| Losing members | All cyclists | Ride in single file or pairs (according to the road) using Leaders at the front and back of the Group.    A sensible group size cycling together    Occasionally stop and have a head count – use a list or register if necessary.    Told to stay together and look after each other- not to race ahead and leave the slower ones behind – should always be able to see the rider in front. |
| Equipment    Bike may have faults resulting in mechanical failure at a dangerous moment. | All cyclists and others nearby | Bicycle maintenance night to raise awareness of safety issues. Parents asked beforehand to make sure bikes are sound. Bike checks before setting off on the trip. Daily checks if trip is more than one day. |
| Weather Conditions  Too hot / cold / wet    Dangerous / slippery road conditions due to rain or ice | All cyclists | Ensure the correct clothing, including waterproofs are advised and carried on the day. Check before setting off.    Check condition of tyres and brakes.    Consider & control the speed of the group.  Postpone the event if necessary. |

***Riding - waterwitch to Littledale***

*Note: Many of these will be told to the cubs but don’t have any direct monitoring. Leaders will have to keep an eye out on what nearby cubs are doing, and any free leaders should casually wander about the site to see if they can observe and correct any transgression.*

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| **Activity** | **Risk/Hazard/**  **General point** | **Who might be involved** | **Control Measures** | **Comments, Review and Revision** |
| Assembly | Route planning/awareness | Leaders | Route planned in advance to minimise risk. Home contact to be aware of route. |  |
|  | Bike/rider suitability | Cubs | Bikes may be unsuitable or cubs may not actually be able to ride them safely. When we meet, parents not to leave until a leader has confirmed  1) That the bike is of a reasonable size, that the brakes are functional, tyres look in good order and there appears to be no obvious fault or damage that could cause a hazard.  2) That the cub is able to ride the bike in a controlled manner. We’ll meet in the “triangle” down from the car park and they can each demonstrate that they can ride around one of the benches.  3) That the cub has a helmet that fits, and has a spare inner tube of the correct size.  If these conditions aren’t met, then we don’t take the risk- parents will have to take their kids to camp. |  |
|  | Cub awareness of hazards | Cubs | Cubs briefed before departure emphasising  1) Consideration for other users of towpath and cycle path- and for each other  2) Need not to overtake the front rider or travel too fast down hills  3) Need to keep well into the side on the roads |  |
| Journey to site | General mechanical problems and punctures | All | Everyone should have a spare inner tube, since there are so many different wheels and tyres it’s impractical for us to take a comprehensive spares kit. Leaders will take a selection of tools, at least one bike pump and a puncture repair kit. If there’s a flat tyre, we replace the tube and attempt to repair the puncture at site. When maintenance is needed, the whole group stops and waits.  Leaders are responsible for their own bikes. If they choose not to take a spare tube and have a puncture, and we’re on the road, and we have enough adults to proceed, then the group does so to minimise the amount of time everyone’s on the road and that leader comes along when they’re able.  If a failure occurs which means a bike cannot continue and we are too far from site to walk, parents will have to come and collect the bike and cub, and arrange the remainder of their transport. If it’s a leader, the group moves on, that leader goes at their own pace pushing the bike and the bike is brought back by car after the camp if it cannot make the return journey.  If bicycle failures mean that we cannot make the return journey with at least one more than the minimum number of leaders for the number of cubs, we abandon the return journey and call parents to collect. Any that can’t then make up a smaller return group needing fewer adults. |  |
| Canal towpath | Falling in canal | Cubs | Cubs travel single file staying away from the water. There is no overtaking.  A leader travels at the front and determines at each bridge whether the group must dismount and push the bikes through. Unless the nature of the towpath and visibility aren’t greatly changed by the bridge, we all get off and push. Most of the bridges have uneven cobbled towpaths, low arched roofs and poor visibility and aren’t suitable for lots of cubs to bike through.  In case someone falls in and has difficulty getting to the bank, we take a length of rope with us. The canal isn’t deep, large or fast flowing and there shouldn’t be a need for a life ring that can be thrown out. |  |
| Canal towpath | Hazards to pedestrians | Cubs | Cubs told that they may need to come into the side of the cycle path or canal towpath to let other people pass, and to be careful when passing other people. If necessary, leaders can blow a whistle to signal that the cubs come into the side and stop.  Follow the waterways code (<http://www.waterscape.com/media/documents/versioned/waterways_code_2005.pdf>)  Carry a towpath cycle permit |  |
|  | Getting left behind, or getting too far ahead. | Cubs | A leader travels at the front and at the rear. Cubs cannot overtake the front leader, and the rear leader doesn’t overtake cubs. We travel at the speed of the slowest, even if that means everyone gets off and pushes. The leader at the back has a whistle to get the attention of the leader at the front. |  |
| Accidents | Collisions between bikes | Cubs | We travel at a reasonable speed-max 10mph or so. Where the path is wide we allow overtaking and travelling side by side as long as it doesn’t prevent other people passing, but cubs are warned not to ride too close together or swerve about. Any that do so persistently will ride at the back with the rear leader for closer supervision and will be required to stay in single file. We do not allow overtaking on the road. |  |
| Accidents | Hit by cars while crossing road | Cubs | There is one main road to cross with good visibility in each direction, and on crossing that we go up a narrow lane. If we all cross together we obstruct the junction and people can’t get into the side. So we cross in groups of four, immediately moving up the lane to make space for the next group. We maintain the same order of travel, so there’s a leader at each side of the road until everyone’s across. Leaders determine the groups and when they cross, only one group is to be on the road at a time, they’re to walk across pushing their bikes and they’re to go as quickly as possible without running. |  |
| Accidents | Hit by cars while travelling on road | Cubs | There are three distinct stretches of road. Holme Lane is a single track lane with a 20mph speed limit. Littledale Road begins in a built up area with a 30mph speed limit and is moderately flat, and then goes into a national speed limit continuous climb, with some parts being quite steep.  We should be able to bike along the 20mph and 30mph sections reasonably safely, and may have to walk along the national speed limit sections. Leaders will decide based on cub performance whether the group will ride or walk. When riding along the road, the front and rear leaders will watch for cars and blow a whistle when one’s seen; cubs will stop riding, come into the side of the road, put their feet on the floor and stay still as the car passes. If there’s so many cars we’re spending more time stopped than moving we just get off and walk.  Front and rear leaders will have high visibility jackets and cycle further out from the side than the cubs, so they see and are seen earlier.  Rear bike has a rear view mirror so cars approaching from the rear can be seen |  |
| Accidents | Falling off bikes, general injuries | Cubs | We take a first aid kit, and there’s plenty of us with basic first aid. |  |
|  | Communication between front and rear | Leaders | Whistles will get attention but for anything more complicated the front and rear leaders will have walkie talkies. |  |
|  | Monitoring and breaks | Leaders | We have occasional water stops and we keep an eye on how the kids are doing- shouldn’t have blisters but ask if everyone’s OK and sort problems as they arise. |  |
| At camp | Security | Leaders | All bikes to be locked up together to something that can’t be uprooted. Storage to be away from the road. Cubs to stay away from the bikes once locked up so we don’t have complaints of one kid messing with another kid’s bike. |  |
| At camp | Camp terrain | Cubs | Terrain on camp isn’t suitable for riding bikes. They’re to be pushed to the locking up point. |  |
| At camp | Midgies | All | Site is bad for midgies, even at the top end. Recommend that everyone brings decent jungle formula insect repellent, not the light duty or herbal stuff. |  |
| Return journey | Initial checks | All | Bikes to be checked again before starting the return journey.  Everyone told to go to the toilet before setting off. |  |