



Hadlow Fields Conditions of Use Policy & Risk Assessment - Bikes



Event/Activity: Bikes Venue: N/A	Maximum Number of users: 17. Adult supervision required at all time and within GGUK ratio requirements.	Date: 01/01/2017
Conditions of Use Policy: <ol style="list-style-type: none"> 1. Use of the bikes should be under the supervision by an adult group leader (over 18yrs) at all times. 2. All leaders of units using the bikes must follow the Conditions of Use policy and the guidance set out below. 3. Users other than GirlGuiding members should ensure they comply with their own activity policy requirements of their organisation. 4. The supervising adult must check all bikes to be used using the 'Pre ride check sheet' in the bike store before the ride starts. 5. The supervising adult must ensure that all riders have been fitted with a suitable bike helmet in accordance with the '5 Steps to Fitting a Helmet' guidance document, available in the bike store. All riders should also be given a hi-viz vest and gloves. Users should have suitable covered footwear on when using the bikes. 6. Any identified damage or damage caused to either bikes, helmets or gloves should be reported to the warden and that piece of equipment not used. If damage is caused to any of the equipment through misuse the cost of repair or replacement of that equipment will be charged to the unit. 7. The supervising adult must ensure that each rider is fitted to his or her bike with the seat height being adjusted accordingly. Each rider should be fully familiar with the functioning of the bike including brakes, gears and lights before riding. 8. The supervising adult should take with them a suitable first aid kit; puncture repair kit, Slime Tube Sealant and tyre pump all available in the bike store. Individual bike locks are also available. 9. Bikes should not be ridden on pavements. 		
Consent for Event/Activity forms completed: GGUK Policy requires specific written parental consent for this activity. This activity must be listed on REN and Parental Information & Consent forms and the local Commissioner advised. GGUK Risk Assessment must also be completed for the ride itself. For non-GGUK members appropriate enquiries should be made with your organisation concerning consent.	Instructor qualifications: GGUK Policy: If cycling off-road, the person leading the group must have completed the level of the Girlguiding Walking Scheme appropriate to the terrain. The group should include someone who is able to carry out simple bicycle repairs and an adult who can administer first aid. For non-GGUK users appropriate enquiries should be made with your organisation concerning instructor qualifications.	

Hazard	Who is affected?	What controls are in place?	Risk level (L/M/H)	Are further controls necessary?	Action by & date	Review by & date
Road Safety - accident	Users & members of the public.	Users are to be instructed on safe cycling principals before riding commences; to be aware of their surroundings at all times; be vigilant over vehicles; be polite to other cycle path users. Riders should not race bikes.	Low	Adult supervisor to make adjustments to routes / riding arrangement as necessary.	GM 01/01/2017	
Minor injury - slips / trips / falls / cuts / sprains	Users	Adult supervision at all times and leaders are advised to have a fully charged mobile phone with them at all times. Groups using Hadlow are expected to have a suitable First Aid Kit with them and leaders who are able to deal with minor injuries. An additional First Aid Kit is located in the bike store.	Medium	Adult supervisor to make adjustments to routes / riding arrangement as necessary.	GM 01/01/2017	
Major injury - head injury / breaks	Users	Adult supervision at all times and leaders are advised to have a fully charged mobile phone with them at all times. Groups using Hadlow are expected to have a suitable First Aid Kit with them and leaders who are able to deal with major injuries. An additional First Aid Kit is located in the bike store.	Low	Adult supervisor to make adjustments to routes / riding arrangement as necessary.	GM 01/01/2017	

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Entanglement - Users clothing	Users	Adult supervisor to ensure users are not wearing anything that may restrict their use of the bike or interfere with the bikes safe operation.	Low	No	GM 01/01/2017	
Weather conditions	Users	Adult supervisor to make the decision if the activity should go ahead or not.	Low	No	GM 01/01/2017	
Equipment failure	Users	Supervising adult to inspect the equipment before use. Six monthly documented inspection by Site Service Team with records kept. Bi-Annual inspection and service by K-Cycles. Participants should be told that if they encounter a problem with a bike they should stop their bike immediately and alert one of the supervising adults.	Low	No	GM 01/01/2017	