Model Health and Safety Policy by the Bikeability Trust. Version 1, April 2021.

All **red type** should be replaced by the relevant information specific to your organisation. Yellow highlights indicate where the model Health and Safety fulfils the Bikeability Trust’s requirements as set out in the ‘Training provider application form.v8’ of April 2021.

This template can be used as the basis for Training providers’ Health and Safety Policy. It needs to be adapted, based on individual requirements and information added, before it will be fit for purpose. The Training provider should ensure that it covers all environments where Bikeability training is delivered including, but not restricted to, after school clubs, holiday schemes and Bikeability Plus Family and Adult training.

The policy needs to show that you are fully compliant with the Health and Safety at Work Act 1974 and describe what your organisation will do to implement this legislation.

If you don’t work for a Grant recipient, please remove all references to Grant recipients.

This policy must be available to all employees, instructors and the public.

**Designated Health and Safety Lead**: Insert Name

**Contact Details** : Insert email and phone number

**Designated Quality Assessment (IQA) Lead:** Insert Name

Date of policy approval: Insert Date

Date of policy review: Insert Date

Writer/reviewer of this policy: Insert Name

**Objectives of this Policy**

Please include a short description of your organisation and its objectives here. Describe the size of your organisation and where you are, the Grant recipients you work for, your instructor workforce and the riders you are working with.

ORG is committed to providing a safe working, teaching and learning environment for all staff, instructors, riders and any related third parties.

This policy complies with current legislation, the Health and Safety at Work Act 1974 and the requirements on Bikeability Training providers as set out by the Bikeability Trust in the ‘Training provider application form.v8’ of April 2021.

**Insurance**

ORG always holds valid Employers’\*, Public Liability and Indemnity Insurance at an appropriate level at all times to cover all staff, instructors and volunteers.

OR

* ORG holds valid Employers’ Liability Insurance\* at an appropriate level at all times that covers all staff, instructors and volunteers
* ORG requires each instructor to hold individual Liability and Indemnity Insurance (as specified in Responsibilities of Instructors below), keeps a register of instructor’s insurance and check annually insurance is still in place.

(\* Local Authorities are exempt from the requirement to hold Employers’ Liability Insurance.)

**Responsibilities of the Health & Safety Lead**

Org can delegate some of the responsibilities below (such as Management of instructors, Risk Management and Mitigation and some points in General) to other named roles/members in the team. However, any requirements around reporting to Grant Recipients and the Bikeability Trust and all of ‘After a serious incident’ have to stay with the H&S Lead.

Also note that the final responsibility for all this rests with the Health and Safety Lead/Org and Org needs to make this clear throughout the policy.

**General**

* To make all staff and instructors aware of this policy and procedures, including the Emergency Procedures, Training Sites and Routes Risk Assessment Form, Incident Report Form and the Generic Risk Assessment. Insert here how you a going to do this at induction and later on when policies change.
* To monitor that this policy and the procedures are used by staff and instructors. Insert here how you a going to do this.
* To report all health and safety incidents, accidents and near misses to the Grant recipient.
* To review this policy, the Emergency Procedures, Training Sites and Routes Risk Assessment Form and Incident Report Form at least every year, with every change in legislation and after each incident.

**After a serious incident**

A serious incident is defined as an incident that meets the definition of [Charity Commission Serious Incident Reporting Examples](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/752170/RSI_guidance_what_to_do_if_something_goes_wrong_Examples_table_deciding_what_to_report.pdf).

* To report to The Bikeability Trust at [contactus@bikeability.org.uk](https://bikeabilitytrust.sharepoint.com/sites/Shared%20files/Shared%20Documents/Operations/Guides.%20DRAFTS/Model%20Policies/contactus@bikeability.org.uk) all serious incidents within 24 hrs.
* To review ORG’s practice, including a review of risk assessments made during the incident, the Health and Safety policy and Bikeability delivery.
* To feed the findings from this review into the Quality Assessment Plan.

**Risk management and mitigation**

* To make appropriate risk assessments for all activities using the Training Sites and Routes Risk Assessment Form
* To monitor that instructors check and update the Training Sites and Routes Risk Assessment Form before each training and sign it. Specify which activities your organisation undertakes such as Bikeability Level 1, 2 and 3 training and say how the risk assessments are stored and how they can be accessed.
* To communicate to schools/riders/parents/guardians any further requirements (e.g. around state of bikes, appropriate clothing etc) as detailed in the section Responsibilities of Riders / Parents / Guardians.
* To collect relevant information on medical conditions and additional or special educational needs of riders that instructors need to take into consideration when planning and delivering a session and share this information with instructors as detailed in ORG’s Safeguarding Policy.

**Responsibilities of the Quality Assessment (IQA) Lead**

**Management of instructors**

* To make sure that all instructors have appropriate First Aid Training no older than 3 years
* To make sure every instructor is formally observed at least once a year and mentored. For Training providers with a large number of instructors, the Quality Assessment (IQA) Lead can delegate this task to named, experienced instructors, but retains the ultimate responsibility.
* To hold and update the instructor register with details on DBS, insurance, required training and annual observations)

**Responsibilities of Riders / Parents / Guardians**

Please include your procedures on how ORG communicates these responsibilities to riders/parents/ guardians.

* To disclose relevant medical conditions and additional or special educational needs that instructors need to take into consideration when planning and delivering a session. These are collected for children through Parental Consent Forms and for adults through Booking Forms (for more details on these, please see ORG’s Safeguarding Policy, Parental Consent Form and Booking Form). (or any other procedure)
* Insert any rules around state of bikes, clothing, helmets (consider religious reasons, refer to Equal Opportunities Policy as necessary) as appropriate and procedures how ORG communicates these to riders/parents/guardians
* You may want to insert other rules such as following directions.

**Responsibilities of Instructors**

Pls adapt and add rules as appropriate, for example around checking riders’ bikes and clothing, … Refer to Code of Conduct as appropriate which may be a stand-alone doc, part of the Safeguarding policy or an appendix to this policy.

**General**

* To hold valid instructor’s Self-employed Liability and Indemnity Insurance at an appropriate level at all times (if required by above paragraph on Insurance)
* To be fit and well to carry out their duties on behalf of ORG.
* To maintain their own bicycles ensuring they are of a safe roadworthy condition
* To work according to the Emergency Procedures, Training Sites and Routes Risk Assessment Form, Incident Report Form and the Generic Risk Assessment and use them as appropriate. Please include references where these can be found
* To follow ORG’s Code of Conduct. Please include a reference where it can be found

**For training deliveries**

* To deliver Bikeability cycle training according to the Bikeability Delivery Guide and Bikeability Plus Delivery Guides
* To conduct a Training Sites and Routes Risk Assessment before each training, update the form and sign it. Include where the risk assessments can be found
* To ensure that riders are aware of the health & safety requirements for the course of training at the start of their course/programme
* To carry the following
* a charged mobile phone with credit
* contact telephone numbers including:
  + ORG’s office number
  + emergency contact numbers for each rider or the group
  + completed register including any reported medical conditions, disabilities, behavioural problems or learning difficulties of riders
  + for school-based training, the school telephone number
* a copy of the Training Sites and Routes Risk Assessment Form
* an Incident Report Form
* a first aid kit
* a basic tool kit
* a pen/pencil

**In case of an incident, near miss or emergency**

* To follow Org’s Emergency Procedures where more details can be found on what to do in case of a serious or minor incident including damage and loss of property, or near misses. (include reference where they can be found. They can be an appendix to here or a stand-alone document)
* To fill in an Incident Report Form and submit it to the Health & Safety Lead within 24 hrs.
* To report any incident, however apparently minor, to parents and for school-based training to the school as soon as possible, and certainly on return from the session. This involves near misses and loss of property.

**Further Health and Safety policy procedures**

The above procedures and regulations only concern the delivery of Bikeability training. The Bikeability Trust does not make further stipulations about any other responsibilities under the Health and Safety at Work Act 1974 you may have.

You may want to add other procedures and responsibilities as required for your organisation.

[Health and Safety at Work Act 1974](https://www.legislation.gov.uk/ukpga/1974/37/contents)

[*General duties*](https://www.legislation.gov.uk/ukpga/1974/37/part/I/crossheading/general-duties)

[2. General duties of employers to their employees.](https://www.legislation.gov.uk/ukpga/1974/37/section/2)

[3. General duties of employers and self-employed to persons other than their employees.](https://www.legislation.gov.uk/ukpga/1974/37/section/3)

[4. General duties of persons concerned with premises to persons other than their employees.](https://www.legislation.gov.uk/ukpga/1974/37/section/4)

[7. General duties of employees at work.](https://www.legislation.gov.uk/ukpga/1974/37/section/7)

[8. Duty not to interfere with or misuse things provided pursuant to certain provisions.](https://www.legislation.gov.uk/ukpga/1974/37/section/8)

[9. Duty not to charge employees for things done or provided pursuant to certain specific requirements.](https://www.legislation.gov.uk/ukpga/1974/37/section/9)

**Appendices**

**Appendix x: Generic Risk Assessment**

This can be included here or be a stand-alone document.

Please note that after registration, your Generic Risk Assessment needs to be uploaded on Bikeability’s database Link as a separate document.

**Appendix x: Training Sites and Routes Risk Assessment Form**

This can be included here or be a stand-alone document.

Please note that after registration, your Training Sites and Routes Risk Assessment Form needs to be uploaded on Bikeability’s database Link as a separate document.

**Appendix x: Emergency Procedures**

These can be included here or be a stand-alone document.

Please note that after registration, your Emergency procedures need to be uploaded on Bikeability’s database Link as a separate document.

**Appendix x: Incident Report Form**

This can be included here or be a stand-alone document.

Please note that after registration, your Incident Report Form needs to be uploaded on Bikeability’s database Link as a separate document.