

## **Bikeability delivery guides addendum, from 19<sup>th</sup> July until further notice**

This addendum accompanies the original (unamended) *Bikeability Delivery Guide* and *Bikeability Plus Delivery Guide* published in September 2019, including funding rates and course timings and ratios. It replaces all Covid-19 guidance previously issued by the Bikeability Trust. At present, all core Bikeability and Plus modules may be delivered.

It is a condition of Department for Transport **Bikeability grant funding** that ‘all Bikeability training delivered must ... conform with the *Bikeability Delivery Guide* and *Bikeability Plus Delivery Guide*’ to which this addendum refers. **The Departments for Education and Transport have issued the following statement sanctioning Bikeability delivery that conforms with this addendum:**

*The Department is content that Bikeability training as set out in this addendum to the Bikeability Delivery Guide dated September 2019 takes into account government guidance in relation to COVID-19 until all measures are lifted, and that Bikeability can be delivered in compliance with government social distancing guidelines current at the time of this statement. This includes delivery of both off- road training within the school premises (as long as this complies with schools’ own social distancing policies) and on-road training on local roads. This is subject to changes in social distancing measures and implementation of local lockdowns.*

### **Government Covid-19 guidance with relevance for Bikeability delivery**

This Bikeability delivery guides addendum is based upon the following government Covid-19 guidance:

[Latest Coronavirus restrictions.](#)

[Guidance for parents and carers, students and university students, teachers and educational setting leaders](#)

[Actions for schools during the coronavirus outbreak - GOV.UK \(www.gov.uk\)](#)

[Schools COVID-19 operational guidance \(publishing.service.gov.uk\)](#)

In ‘Step 4’ of the roadmap, guidance moves away from stringent restrictions towards advising people on how to protect themselves and others. COVID-19 is a virus that we must learn to live with.

**The following key precautions/considerations should be taken by training providers and instructors from 19<sup>th</sup> July (Step 4):** These nine updates are incorporated into the wider guidance from page 3 onwards.

#### **1. Instructors must follow local school control measures**

Where control measures are more stringent due to regional variation in guidance or school policy, training providers and instructors must comply with these.

#### **2. Instructors should undergo [asymptomatic testing](#) twice a week and isolate if positive.**

Rapid lateral flow testing is now available free to anybody without symptoms. You can get your tests from pharmacies, testing sites, employers, schools, colleges and universities. [Find out more about how to get rapid lateral flow tests](#)

### 3. Instructors should test when symptomatic

If you have symptoms you should continue to [get a PCR test](#), even if your symptoms are mild. If you're not sure, you can [find out which coronavirus test you should get](#).

### 4. Instructors must [isolate](#) when positive or when contacted by NHS Test and Trace.

Self-isolate immediately if:

- you have any [symptoms of COVID-19](#) (a high temperature, a new, continuous cough or a loss or change to your sense of smell or taste)
- you've tested positive for COVID-19 – this means you have the virus
- someone you live with has symptoms or tested positive
- someone in your support bubble has symptoms and you've been in close contact with them since their symptoms started or during the 48 hours before they started
- someone in your support bubble tested positive and you've been in close contact with them since they had the test or in the 48 hours before their test
- you've been told you've been in contact with someone who tested positive – [find out what to do if you're told to self-isolate by NHS Test and Trace or the NHS COVID-19 app](#)
- you have arrived in England from abroad (not including Ireland, the Channel Islands, the Isle of Man or other parts of the UK) – see [GOV.UK: how to quarantine when you arrive in England](#)

### 5. Instructors should minimise proximity to people they do not live with.

You do not need to stay 2 metres apart from people you do not live with. There are also no limits on the number of people you can meet.

However, in order to minimise risk at a time of high prevalence, you should limit the close contact you have with those you do not usually live with, and increase close contact gradually. This includes minimising the number, proximity and duration of social contacts.

### 6. Mixing pupils and 'bubbles'

At Step 4 (from 19<sup>th</sup> July) children no longer need to be kept in consistent groups ('bubbles').

### 7. Contact tracing

From Step 4 (19<sup>th</sup> July), close contacts will be identified via NHS Test and Trace and education settings (schools) will no longer be expected to undertake contact tracing. As with positive cases in any other setting, NHS Test and Trace will work with the positive case to identify close contacts. Contacts from a school setting will only be traced by NHS Test and Trace where the positive case specifically identifies the individual as being a close contact.

### 8. Face coverings

From 19th July, face coverings will no longer be advised for pupils, staff and visitors either in classrooms or in communal areas. From 19th July, the government is removing the requirement to wear face coverings in law but expects and recommends that they are worn in enclosed and crowded spaces where you may come into contact with people you don't normally meet. This includes public transport and dedicated transport to school or college.

## 9. Cleaning and sharing equipment

Training providers should avoid equipment-sharing where possible, particularly that used around the head and face, such as helmets. Where equipment is shared, equipment must be cleaned before use by another person.

Guidance below has been updated to reflect the key points above.

### Overall approach to training delivery

The overall approach adopted by this addendum to the Bikeability delivery guides is as follows:

- **instructors and participants must not** participate in training if they are displaying Covid-19 symptoms
- **instructors and participants must** follow robust hand and respiratory hygiene practices
- Where equipment is shared, for example tabards, helmets or hire/loaned cycles, equipment must be cleaned before use by another person.
- **Bikeability providers and instructors must** actively engage with NHS Test and Trace.
- **Bikeability providers and instructors must** follow social distancing guidelines when working with people from different households. Wherever possible, keep 2 metres apart from people that you do not live with.

### System of controls

**Bikeability providers and instructors must** implement the following system of controls grouped into 'prevention' and 'response to infection' actions that are detailed below.

#### *Prevention*

- 1) **Bikeability providers should** minimise opportunity for contact between individuals who are unwell by ensuring that those who have Covid-19 symptoms do not attend training (instructor or training participant).
- 2) **Instructors and participants should** clean hands thoroughly and more often than usual
- 3) **Instructors and participants must** ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach
- 4) **Bikeability providers should** ensure cleaning of hire bikes and tabards between use by different riders.
- 5) **Bikeability instructors should** minimise contact with participants and maintain social distance where possible.

6) **Bikeability instructors should** wear appropriate personal protective equipment (PPE) including face masks if required by individual school policies. Note that from 19th July, face coverings will no longer be advised for pupils, staff and visitors either in classrooms or in communal areas.

#### ***Response to infection***

7) **Bikeability providers and instructors must** engage with the NHS Test and Trace process if required

8) **Bikeability providers must** help to contain any outbreak by following local health protection team advice. If a provider is operating in an area where local lockdowns are enforced, it is assumed that schools will be closed, and no training will take place.

#### **PREVENTION**

Covid-19 is primarily transmitted between people through respiratory droplets and contact with contaminated surfaces, usually those that are frequently touched. **Bikeability providers and instructors must** aim to prevent instances of airborne transmission and fomite transmission by

- Ensuring the appropriate proximity between instructors and riders to reduce risk of airborne transmission.
- Reducing risk of fomite transmission by ensuring cleaning of equipment when shared between riders.

**1) Bikeability providers should minimise opportunity for contact between individuals who are unwell by ensuring that those who have Covid-19 symptoms do not attend training (instructor or training participant).**

- **Instructors must not** deliver training if they have Covid-19 symptoms. Symptoms include:
  - A high temperature
  - A new, continuous cough
  - A loss of, or change to, their sense of smell or taste
- Should an individual demonstrate any such symptoms, they must follow [NHS and PHE guidance on self-isolation](#)
- **Instructors must not** deliver training if they have been advised by NHS Test & Trace to self-isolate, for example, if they have been a 'contact' with someone who has tested positive for Covid-19.
- An instructor must not deliver training if a household member has developed Covid-19 symptoms or tested positive.
- Prior to training, **instructors must** undergo a self-assessment for any Covid-19 symptoms, and a rapid lateral flow test twice a week.

**Staffing matters:**

Instructors who fall into the category of 'clinically extremely vulnerable individuals', **should** follow the latest government advice on shielding in order to keep themselves safe. Read [Guidance on Shielding and Protecting People who are Clinically Extremely Vulnerable from COVID-19](#) for more information.

**2) Instructors and participants should clean hands thoroughly more often than usual**

- **Instructors must** frequently wash their hands (or use alcohol based hand cleaner or sanitiser), cleaning their hands on arrival at the school, before and after eating, after sneezing and coughing, not touch their mouths, eyes and nose, use a tissue or elbow to cough or sneeze into and use bins for tissue waste.
- **Instructors should** check that children have also cleaned their hands prior to training sessions, especially if using hire equipment.
- **Instructors should** wash hands thoroughly for 20 seconds with running water and soap and dry them thoroughly or use alcohol hand rub or sanitiser ensuring that all parts of the hands are covered.

**3) Instructors and participants must ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach**

- **Instructors must** practice good respiratory hygiene (i.e. cough into a tissue, elbow if not possible, sanitise hands afterwards, safe disposal of tissues, straight into a bag for disposal later), supervise riders' respiratory hygiene during training, and carry tissues for riders to use.

**4) Bikeability providers should maintain enhanced cleaning of hire bikes and tabards using appropriate standard products**

- **Instructors must** make sure that all equipment is cleaned before being shared between from one rider and another, unless they are members of the same household. Instructors must either wear gloves or use hand sanitiser if making adjustments to or cleaning cycles. Gloves must be changed and disposed after each cycle has been adjusted or cleaned unless among members of the same household or bubble.
- **Instructors should not** provide hats / gloves / waterproofs.
- Water bottles **should not** be shared. Riders and **instructors must** use their own.

**5) Bikeability instructors should minimise contact with participants and maintain social distance wherever possible**

**During training**

When teaching or moving groups, **instructors should** minimise proximity to people they do not live with, unless an accident, injury or illness occurs.

**Helmet fitting:**

**Instructors should** minimise contact with riders. They should demonstrate fastening their own helmet and advise riders on how to fasten their helmet. An instructor **may** make adjustments to the rider's helmet using gloves or hand sanitiser.

**Cycle checking:**

**Instructors should** have no physical contact with riders. They should demonstrate checking their own cycle and advise riders on how to check their cycles while maintaining this distance. Riders' cycles should be checked visually from this distance. Should a rider require assistance, the instructor may make adjustments to a riders cycle, using gloves or hand sanitiser. These transmission risk mitigation precautions must also be followed when an instructor carries out a pre-training cycle check and riders are not present.

**Injury treatment:**

Injuries **should** still be treated, as participant wellbeing is utmost. **Instructors should** participate in rigorous cleaning, personal hygiene and regular hand hygiene if treating injuries.

After contact with an injured participant, the **instructor should** clean their hands thoroughly with soap and water or alcohol hand sanitiser at the earliest opportunity. This advice is applicable to all situations, regardless of whether there was close contact or the minimum social distancing was maintained.

Instructors **should** avoid touching their mouth, eyes and nose.

See [further information](#) for those who may need to act as a 'first responder' role.

**Bikeability providers should** consult [advice set out by the Health and Safety Executive](#) on coronavirus (COVID-19), including:

<https://www.hse.gov.uk/coronavirus/first-aid-and-medicals/first-aid-certificate-coronavirus.htm>

**Communicating with parents:**

**Bikeability training providers should** consider the following steps:

- use technology to communicate with parents and schools where possible to minimise paper communication.
- Use Bikeability to encourage cycling to school
- Read the [Coronavirus \(COVID-19\): safer travel guidance for passengers](#).

**6) Bikeability instructors should wear appropriate personal protective equipment (PPE) if required, (if they are not exempt).**

The use of PPE is not necessary during a school visit or when delivering outdoor Bikeability training but **should** be used if requested:

- **Schools must** confirm to Bikeability providers before training commences if instructors are required to use PPE during training or on school site.
- **Bikeability providers must**, if specified by the school, procure appropriate PPE (e.g. face masks, gloves, aprons and eye protection)
- Should direct personal care for unwell / injured pupils be required, **instructors must** use the PPE specified by the school.

The Department for Education has published guidance on [Safe Working in Education, Childcare and Children's Social Care Settings, including the use of Personal Protective Equipment](#) which may be helpful for providers to refer to in order to understand when to use PPE.

**RESPONSE TO INFECTION**

**7) Bikeability providers and instructors must engage with the NHS Test and Trace process**

The NHS Test and Trace service will help to manage the risk of the virus re-emerging as restrictions on everyday life are eased, as far as it is deemed safe to do so. The service:

- provides testing for anyone who has symptoms of Covid-19 to find out if they have the virus
- gets in touch with anyone who has had a positive test result to gather information about any close recent contacts they have had
- alerts those contacts, where necessary, and notifies them they need to self-isolate to help stop the spread of the virus.

Instructors must engage with Test and Trace service, and follow guidance issued regarding [contacts of people with confirmed coronavirus](#).

More information on NHS Test and Trace for workplaces can be found here: <https://www.gov.uk/guidance/nhs-test-and-trace-workplace-guidance>.

**8) Bikeability providers must contain any outbreak by following local health protection team advice. If a provider is operating in an area where local lockdowns are enforced, it is assumed that schools will be closed, and no training will take place.**

If an instructor develops symptoms compatible with Covid-19, they **must** follow guidance on self-isolation.

Where the instructor tests positive, NHS Test and Trace will speak directly to those they have been in contact with to offer advice.

## ADDITIONAL INFORMATION

### Planning and organising Bikeability delivery

**Bikeability training providers should** consult advice set out by the Health and Safety Executive on Covid-19, including [managing risks and risk assessments](#), and [identify protective measures](#).

**Bikeability providers should** consider publishing an action plan detailing how they will deliver Bikeability safely to provide reassurance to schools and families, including inclusive guidance for people who need assistance to participate in training.

**Bikeability providers must** update their generic risk assessment, site-specific risk assessment, health and safety policy and emergency procedures documents in the light of current government advice, including identifying measures to prevent the transmission of Covid-19, before booking any training with schools. Providers are encouraged to use this document for reference.

**Bikeability providers must** agree with the school practical arrangements for visiting the school, moving pupils and storing/accessing cycles, before training commences.

**Bikeability providers must** update their consent letters to confirm cycle training will be delivered in line with current Covid-19 government guidance for schools. **Parents/carers must** accept responsibility for the risk of transmission of Covid-19 to their child, complete a thorough bike check, notify the school of sanitiser allergies, and identify vulnerable children and children living with vulnerable adults. When delivering Bikeability for schools, **Bikeability providers must** either arrange with schools for consent to be recorded and communicated electronically, or provide instructors with gloves for handling paper consent forms (gloves to be disposed securely after consents have been recorded) or hand sanitiser.

**Parents/carers may** use [online resources](#) developed by the Bikeability Trust to assess their child's current cycling ability to Bikeability training providers when consenting to their child participating in training to maximise value for money particularly for small group sizes.

**Schools must** confirm to Bikeability providers if any clinically vulnerable children at higher risk of severe illness from Covid-19 are have been registered for training. **Schools must** confirm to Bikeability providers if any pupil registered for training is living with someone who is extremely clinically vulnerable, that they fully understand the stringent physical distancing requirements and are capable of following those instructors.