

UCET Work Method Statement or Standing Operating Procedure

MUST READ RAMS

For other instructions relevant to this activity, you must read the following:

- ED 1 RAMS Activities Outdoors with Children
- Offsite RAMS 21 Taking groups offsite
- ED 5 RAMS Activities in the woodland

1. **The Activity: Method Statement**

Activity being carried out: Activities with Bicycles

How is the activity completed?

Children will be shown the bicycles and helmets and will have an onsite familiarisation session before going offsite; the session will enable leaders to assess the capabilities of the group.

Briefings will be given to the group before going offsite and an offsite activity form will be filled in. A copy of which should be left in the office.

The cycling group will then follow the leaders and any instructions given during the activity

Groups may sometimes be involved in planning and navigation

The group may also take part in cleaning the bike post-use.

What equipment is used?

Off road bicycles, cycle helmets, high viz vests, offsite leaders' rucksack, phone, radio, pumps, inner tubes, tyre levers, multi tools, maintenance kit, throw line.

What locations are approved for this activity?

Grounds of Ufton and local tracks

Who can lead this activity?

Member of Education team who holds Ride Leadership Level 1 and LEL or equivalent

Bikes maintained by member of Education team holding Cy-tech Technical Theory and Practice level 1

Leader: student ratios

Offsite: 1 Ufton leader to 8 students

Onsite: Groups will be no larger than 12 and a member of the school staff will accompany the group

Reviewed annually unless procedure needs to change. Next Review due: Oct 2024

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Education RAMS 18 Activities with Bicycles

What else are we expecting visiting schools to do in addition to RAMS 1?

Cycle in the same direction as the group and at the same speed. Cycle safely as directed by the ride leader

What else are we expecting Ufton Staff to do in addition to RAMS 1?

Check all equipment prior to use. Complete an offsite form if going off site, carry an offsite rucksack and mobile phone if going off site

Which parts of this activity are visiting schools prohibited from doing?

Cycling in a different direction than the group, cycling faster than the group, cycling in an unsafe manner like to cause harm to themselves and/or others.

2. PPE to be issued and worn:

Cycle helmets, Hi-Viz vests

3. The Risk Assessment

Who is at Risk:

The following people may be at risk of injury either when taking part in this activity or being in the area:

Children engaged in the activity, Their leaders, Members of staff, Wedding guests, Anyone else who may visit the site whilst the activity is in progress.

Significant Hazards (These are in addition to those on any of the MUST READ RAMS)	Control measures in Place	Risk Controls Applied				Overall risk and additional comments
		Likelihood	Injury Outcome	Business Risk	Environmental impact	
Inappropriate behaviour leading to a range of incidents or accidents	<ul style="list-style-type: none"> Any risks associated are explained to the children before the activity as part of the brief Instructions on how to act and behave The group will be briefed before cycling offsite 	1	4	4	1	16
Impact from falling off bicycle	<ul style="list-style-type: none"> Cycle helmets are issued and children shown how to put them on. Helmets are cleaned and sanitised between use Cycle helmets are regularly checked internally and by an external competent persons 	1	3	1	1	3

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Colliding with other bicycles or objects	<ul style="list-style-type: none"> • Cycle helmets are issued and children shown how to put them on. • Rucksack carrying required kit and first aid is carried by leader • Activities going offsite follow the offsite procedures • Cycling routes on site will be chosen to avoid the possibility of meeting other site users 	1	4	1	1	4
Traffic accident	<ul style="list-style-type: none"> • Cycle helmets are issued and children shown how to put them on. • Cyclists will wear high viz vests • When cycling offsite, the group will cycle in single file with an Ufton leader at the front and member of school staff at the rear on busy stretches of track, long stretches of road will be avoided where possible • Extra consideration to be given when choosing which roads to cycle on. Route planners to consider visibility, likely traffic 	1	5	5	1	25 (Critical Incident plan put into place)
Separation of group	<ul style="list-style-type: none"> • Children will be instructed at the start of the activity and their capability assessed before going offsite • Onsite groups will be no larger than 12 and a member of the school staff will accompany the group, offsite groups will have 1:8 ride leader ratio • When offsite, 1 adult at front and one adult at back 	1	5	5	1	25
Child absconding	<ul style="list-style-type: none"> • Possibility highlighted on Hazard Exchange form and suitable supervision and strategies put in place 	1	5	4	1	20 (Critical Incident plan put into place)
Exposure to weather	<ul style="list-style-type: none"> • Activity located elsewhere or changed if weather conditions pose a risk • Children advised on how to keep warm • Children advised to wear appropriate clothing for weather and this is checked prior to activity starting. 					
Mechanical failure of bicycle	<ul style="list-style-type: none"> • Bicycles are stored inside • Bicycles are checked regularly and are maintained • Bicycles will be checked annually by a local external bicycle company • Ufton staff will receive training with regards to day to day maintenance and checks by external bicycle 	1	4	4	1	16

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Debris on road	<ul style="list-style-type: none"> • Drive or cycle approved routes before use to ensure roads and tracks are suitably clear of dangerous debris • Communication system put in place to inform those behind of debris or obstacles ahead – shared at start of session 	1	5	5	1	25
Failure of navigation resulting in being lost	<ul style="list-style-type: none"> • Areas for the activity have been identified and are checked regularly 	1	1	1	1	1
Falling in body of water	<ul style="list-style-type: none"> • Routes known • Group informed and instructed to stay from edge • Rescue aids taken • Staff trained in water rescue techniques 	1	5	5	1	25
Allergic or medical reaction to environment	<ul style="list-style-type: none"> • Medical information is checked before the start of the activity and is on the Hazard Exchange form • Supervising school leaders are responsible for ensuring that medication is given correctly and at the right time 	2	5	5	1	50 (Double check medical information and make sure that medicines are carried)

Key

Likelihood	Injury Outcome	Business Risk	Environmental Impact
1 Remote – no historical occurrences here but has happened elsewhere	1 No treatment	1 No impact	1 No impact
2 Unlikely – Occurs here but extremely rare (not in last year)	2 On site first aid administered	2 Minor impact	2 Minor Impact
3 Possible – has occurred in the last year	3 Treatment by external medical professional and same day discharge	3 Moderate short term impact	3 Moderate short term impact
4 Foreseeable – occurs occasionally (once per term)	4 Admission to hospital	4 Serious medium term impact	4 Serious medium term impact
5 Regular – occurs regularly (weekly)	5 Death or life changing injury	5 Very serious long term impact	5 very serious long term impact
Multiply Likelihood x Injury Outcome x Business Risk x Environmental Impact. Any score above 25 must result in control measures being applied in the additional comments column			

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