

### Health and Safety Policy

Clackmannanshire Council own more than 40 bikes, including Council Pool Bikes, Ranger Service Bikes, Community Warden Bikes and Outdoor Education Bikes.

These bikes are all owned and operated by different departments and are of different makes and standards. It is anticipated that the frame of a bike will last approximately 7 years depending on its use. The working parts of the bikes i.e. brakes, tyres etc require to be replaced or repaired as necessary.

A system has been put in place for staff to report accidents, incidents and damage to the pool bikes and their associated equipment. All bikes will be serviced on an annual basis with more frequent servicing depending on the use and condition of the individual bike. Each bike in the pool has a Bicycle and Service Repair Record sheet to record all works and inspections carried out on the bikes.

All users of the pool bikes will be assessed for competency and will sign the terms and conditions of use before they will be authorised to book a bike. A selection of equipment has been made available to staff to reduce any risks associated with cycling including:

- Cycle helmets
- Reflective belts
- Trouser clips
- Reflectors
- Lights
- Mud Guards
- Panniers
- Bells

Staff registered to use the pool bikes will be provided with basic training on the use of the bikes and provided with an information leaflet containing rules from the Highway Code, a simple bike check and emergency procedures.

## Risk Assessment and Procedures

Hazard	Risk	Procedure
Cycling	Medium	<p>All users must be assessed for competence, if they are not comfortable using the bike they should not do so.</p> <p>Staff are strongly advised to use all the safety equipment provided or bring their own. Suitable clothing should be worn and loose articles should be removed or secured.</p> <p>Staff must follow the rules of the road and exercise due care and attention</p> <p>Staff not comfortable using the road or travelling in busy traffic should avoid doing so by using alternative routes or cycle paths. Staff must not cycle on the footway or footpath where not designated for cyclists use.</p> <p>In low light and darkness staff must use the lights provided.</p> <p>Staff should give pedestrians and animals adequate space when passing, use bell as a warning signal.</p>
Lone working/Isolated Location	Low	Staff are advised to always carry a mobile phone, first aid kit and record whereabouts and return time with colleagues
Theft	Low	All bikes are supplied with padlocks which staff are required to use to secure the bike to an immovable object. The cycle computer must be removed when the bike is unattended. Other smaller parts may be removed, however these are generally of much lower value.
Folding Bike	Low	<p>All users registered will be shown how to fold the bike in the correct manner. They will also be advised on the best way to lift the bike if required.</p> <p>Staff are advised to exercise due care and attention when folding the bike to avoid trapping their fingers.</p>

## Health and Safety Procedures

Statistics show that the health benefits from cycling outweigh the risks by a factor of 20 and that cycling accidents have reduced in recent years. However it is recognised that when cycling, users can be at risk from other road users and conditions. The Council policy and guidelines are intended to reduce any risks associated with cycling and using the Council pool bikes.

The following procedures have been put in place:-

1. All staff are required to pass a competency test before being allowed to use the pool bikes.
2. All staff must adhere to the terms and conditions as set out at the scheme induction.
3. Safety equipment is provided for staff, including cycle helmets the use of which is mandatory.
4. The Highway Code applies to all staff when cycling and an extract of this is issued at the scheme induction. When cycling staff require to be aware of other road users and give due consideration.
5. Staff are advised to notify a colleague of their destination/route and when they expect to return. They are also advised to carry a mobile phone in case of emergency.
6. Only staff who have been shown the correct method of operating the folding bike and authorised for its use. Manual handling procedures also apply when lifting the folding bike.
7. The bikes are all stored within cycle shelters, lockers and/or at ground level within the Council buildings, therefore staff should have no reason to be lifting any of the bikes with the exception of the folding bike (which is designed for this purpose).
8. A system for emergency arrangements has been put in place in case of breakdown, to avoid staff having to fix faults they do not feel qualified to carry out. The pool bikes are serviced on an annual basis, more often depending on use and condition to ensure the bikes are in good working order. The scheme also includes a fault and accident reporting system.