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| **OPS19** | **Use of Bicycles, Electric Bicycles and E-Scooters** | | |
| **Unit Name:** |  | **Unit Number:** |  |
| **Risk Assessment Completed** | **Date:** | **By:** | **Signed:** |
| **1st review** | **Date:** | **By:** | **Signed:** |
| **2nd review** | **Date:** | **By:** | **Signed:** |
| **3rd review** | **Date:** | **By:** | **Signed:** |

**Note** - Assessments must be reviewed every 12 months, whenever there is a significant change in the activity, and following any incident involving the activity. Risk assessments must be retained for a period of 6 years.

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| **Part 1 - General Safety Controls** |

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| **What are the hazards?** | **Who might be harmed?** | **How might they be harmed?** | **Control measures to manage risk:** |
| Riding bikes or e-scooters on private property and the public highway. | Compass employees,  Agency staff,  Third parties. | Falls or collisions with vehicles pedestrians, animals, objects, from riding on uneven/unsuitable ground conditions or individuals being unaware of their surroundings.  Entanglement of clothing or equipment. | * Individuals must be physically fit and capable of riding a bike or e-scooter. * Individuals must receive suitable and sufficient training (Bikeability training level 1, 2 & 3 as appropriate) and information, instruction and training on completing daily mechanical operational checks. * Individuals must utilise and ride bikes and e-scooters in accordance with current UK legislation, taking care of their own safety and the safety of others. * Line managers must ensure any individual intending to ride an e-scooter has the appropriate entitlement on their driving licence. * Line managers must ensure the owner of the e-scooter has sufficient motor insurance. * Individuals must not use mobile phones or wear any type of headset/Bluetooth accessory device whilst riding. * Individuals must be mindful of ground conditions and should not ride bicycles or e-scooters on unsuitable ground. * Individuals must follow manufacturer's user instructions where these are available. * Bicycles and e-scooters must be maintained in accordance with manufacturer’s instructions. * Pre use checks of the bicycle or e-scooter must be conducted and must not be used if defective issues are identified. * Suitable clothing must be worn to prevent the risk of entanglement. * Any additional accessories such as baskets or carry holdalls fitted to bicycles must be securely fixed, not interfere with the balance of the bicycle, not restrict the riders vision or have anything protruding which could become entangled in the bicycle. * Any carrying accessories must not be overloaded. * Individuals must wear an approved safety standard cycling helmet. * Additional PPE such as knee and elbow pads must be considered and provided if deemed reasonably practicable. * Individuals must not carry a passenger or loose items at any time. |
| **What are the hazards?** | **Who might be harmed?** | **How might they be harmed?** | **Control measures to manage risk:** |
| Riding bicycles or e-scooters when visibility is poor. | Compass employees,  Agency staff,  Third parties. | Falls or collisions due to rider or third party’s vision being compromised either by poor weather conditions or during times of darkness.  Falls or collisions due to wet/icy conditions.  Riders experiencing heat exhaustion, hyperthermia, heat stroke or hypothermia when riding in extreme hot or cold temperatures. | * Riders must wear sufficient hi visibility clothing at all times * Legally compliant lights must be fitted to the bicycle or e-scooter and must be used at all times. * Riding bicycles or e-scooters in poorly areas should be avoided where practicable. * Consideration must be given to utilising bicycles or   e-scooters during extreme hot/cold temperatures, fog, rain,  sleet, snow and ice.   * Riders must wear suitable clothing according to weather conditions. * Riders should ensure they have access to drinking water during periods of hot weather conditions. |
| Carrying goods whilst riding bicycles or e-scooters. | Compass employees,  Agency staff,  Third parties. | Injury to individuals, damage to property as a result of unsecure items falling.  Injury to individuals or damage to property as a result of the bicycle or e-scooter becoming unbalanced and falling. | * Riders must ensure that goods are secure at all times when riding the bicycle or e-scooter. * Bicycles and e-scooters must be stored securely when not in use. * Additional carrying accessories must not be fitted to e-scooters. * Carrying accessories must not be overloaded or cause the bicycle to become unstable. |
| Riding bicycles or e-scooters for long periods of time. | Compass employees,  Agency staff. | Fatigue or musculoskeletal injuries as a result from riding for long periods and/or riding with poor posture. | * Individuals must ensure the bicycle or e-scooter is correctly set up ergonomically. * Individuals must receive suitable information, instruction and training in how to adjust seats and handlebars to ensure good posture. * Line managers must take the individuals workload into consideration and take appropriate measures in terms of journey time, the terrain expected to be undertaken and planning in regular rest breaks. * Bikes must be loaded in a manner to ensure bike stability and should not be overloaded so as not to cause extra effort when riding. |
| Manual handling of bicycles or e-scooters and loads. | Compass employees,  Agency staff. | Musculoskeletal injuries caused by poor manual handling activities or lifting and carrying loads. | * Individuals must not carry bikes or e-scooters up and down stairs or lift into vehicles (unless a manual handling risk assessment has been conducted and measures are in place to ensure the activity is safe). * Individuals must be mindful when loading and unloading items, maintaining good lifting/carrying techniques and only handle items within their capabilities. * Line managers must provide suitable information, instruction and training in safe manual handling practices. |
| Charging electric bicycles and e-scooters | Compass employees,  Agency staff,  Third parties. | Potential electrocution or burn injuries as a result of contact with electrical equipment.  Potential fire as a result of faulty charging equipment. | * Electric bicycles and e-scooters must only be charged using charging accessories provided by the manufacturer and must be charged in accordance with manufacturer’s instructions. * Only electrical sockets which are capable of providing the correct level of electrical output must be used. * A suitable designated charging area must be provided where required. * Pre use checks of electrical cables must be completed. * Defective charging equipment must not be used. * Line managers must provide suitable information, instruction and training in the safe charging of electric bikes and e-scooters. |
| **What are the hazards?** | **Who might be harmed?** | **How might they be harmed?** | **Control measures to manage risk:** |
| Personal Safety | Compass employees,  Agency staff. | Personal injuries or mental trauma as a result of hostile confrontation or mugging. | * Individuals must not ride bikes or e-scooters in remote areas where deemed to be potentially unsafe. * Personal property such as mobile phones should not be on show and individuals should be mindful of using mobile phones in public places. * Any items being carried should be stowed away, out of sight. * Line managers must compete the Lone Workers Risk Assessment and ensure suitable and sufficient control measures are in place to ensure the safety of individuals. * Line managers must complete the Violence at Work Risk Assessment and ensure suitable and sufficient control measures are implemented to ensure so far as reasonably practicable, the safety of individuals. |
| Storage of bicycles and e-scooters | Owners of bicycles and e-scooters  Compass employees,  Agency staff,  Third parties. | Damage or theft of bicycles and e-scooters resulting in loss of service, revenue and increased insurance costs.  Personal safety compromised due to bicycles and e-scooters being stored in inappropriate areas. | * Bicycles and e-scooters must not be left unattended unless secured. * A secure, designated area should be provided to store bicycles and e-scooters when not in use. * Bicycles and e-scooters must be stored appropriately to as not to cause obstructions to emergency exits or pose trip or fall hazards to individuals. |

List any additional hazards not identified in Part - 1

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| **Part 2 - Additional Specific Hazards / Controls** |

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| **What are the hazards?** | **Who might be harmed?** | **How might they be harmed?** | **What is required to control the risks?** |
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List al individuals who have completed the Bikeability test and have received additional information, instruction and training

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| **Part 3 - Authorised User Register** |

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| **Employee name** | **Employee signature** | **Training**  **content** | **Trainer**  **name** | **Trainer signature** | **Date**  **completed** |
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