

Title: Bicycle Travel

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PLACE HEALTH AND SAFETY MANUAL

1. Scope

This Safety Code of Practice deals with potential hazards and risks which may be encountered when travelling by bicycle.

2. Application

For staff who use a bicycle as part of their duties.

3. General

As in all health and safety issues it is impossible to foresee all eventualities and employees must be alert to possible hazards at all times.

It may be the case that employees whilst travelling by bicycle are engaged in activities which are the subject of other codes of practice (e.g. outdoor work, short duration stops on public roads) and these must be consulted.

Any bicycle provided will conform to the requirements of BS6102 Part 1-3 Specification for safety requirements for bicycles.

4. Hazards

Potential hazards can be grouped into three main categories:

- (i) Damage to health through action of cycling.
- (ii) Accident due to mechanical failure of bicycle component.
- (iii) Road traffic collision.

5. Damage to Health

Before considering any travel by bicycle employees should consider their state of physical fitness. Cycling can be very strenuous and, although generally speaking, can have long term beneficial effects for the body's cardiovascular system, even modest journeys can place undue strain on the heart and muscles if employees are not used to physical exercise and cycling.

Employees should ensure that the bicycle they intend to use is a suitable size for them. The saddle should be adjusted so that the leg is nearly straight at the bottom of the pedal's travel. This will avoid undue strain on the leg muscles and knee joints. However, the saddle should be low enough so that when stopping at junctions the ground can easily be reached. The riding position must be comfortable which will generally avoid straining the lower back, arms, wrists and hands on longer journeys.

If a bicycle is used by more than one person it would be very rare for

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adjustments not to be necessary for each rider. Suitable tools will be provided to make such adjustments and employees will be shown the correct method of carrying out such adjustment.

6. Cycle Maintenance and Equipment

Before riding any bicycle certain checks should be made to ensure that it and any associated equipment is roadworthy to reduce the risk of mechanical failure. These checks should include:

- **Hinge Bolt** on folding bicycles should be secure
- **Tyres** should be well inflated, in good condition with no embedded objects
- **Brakes** should exhibit correct function and close adjustment
- **Handle Bar/Saddle Pillar** adjustment bolts should be secure
- **Lights** should be present and working correctly at night (a rear reflector must be present at all times). Lamps should conform to BS6102/3.
- **Audible Warning Device** should be fitted and working at all times
- **Helmet** should be worn at all times, be in good condition, fit correctly and be manufactured to a recognised standard, namely BS EN 1078:2012
- **Gears** should exhibit correct function and adjustment
- **Clothing** should be of a suitable type so as not to interfere with wheels, chain, etc. or restrict all round visibility.
- **A High Visibility vest** to BS EN 471:2003 & A1:2007 should be worn.
- **Luggage** should be carried in a secure pannier, BS ISO 471:2003 and A1: 2007. Luggage Carriers for Cycles, which can not interfere with wheels, gears, brakes, pedals or steering (alternatively a small rucksack should be worn by the rider). Items should not be carried in such a way that could make the bicycle and rider unstable.
- **A Tyre Repair Kit and Pump** would be beneficial in case of puncture.

It is the rider's duty to inspect the bicycle for any obvious defects. If having inspected the bicycle any of the above items are not functioning correctly then you should report immediately to your line manager.

Regular servicing of the bicycle (every 12 months) will be undertaken in accordance with the manufacturer's instructions by a competent person. Such servicing should pick up early signs of mechanical failure and reduce the need for interim adjustments etc.

7. Safe Cycling

Employees must consider whether they are sufficiently confident and competent to ride in their intended environment if, for instance, it has been some time since they rode a bicycle in urban traffic. Unfortunately, cyclists are a vulnerable group of road users but can reduce potential hazards by taking note of the following principles:

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- Plan your route avoiding heavy traffic and busy junctions where possible and including cycle lanes/routes where practical.
- Obey traffic signs and signals.
- Ride well clear of kerbs and parked vehicles.
- Look well ahead for obstructions, potholes etc.
- Ride defensively and ensure other road users have seen you before manoeuvring, particularly when turning right.
- Beware of vehicles turning left across your path, particularly in slow moving traffic.
- Do not ride under the influence of alcohol or drugs.
- Wear a hi-visibility vest or coat.
- Wear the safety helmet provided.
- Ensure good mechanical condition of the bicycle.
- Do not ride in poor weather conditions such as mist, fog, heavy rain or snow.
- If unsure of rules governing cycling on the highway consult The Highway Code (copy in Technical Services Partnership library or from one of the Road Safety Officers) or online.

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