

Breaking Cycles CIC – Health & Safety Policy

Purpose of Policy

This policy intends to outline how Breaking Cycles CIC ensures the health and safety of its directors, employees, self-employed representatives and service users. Breaking Cycles CIC will make all of its personnel aware of this policy and any amendments to it.

Risk Assessment

Breaking Cycles CIC is committed to providing inclusive services. As such, we consider the risks of all activities in a dynamic and responsive manner. Our primary method for managing the risks associated with cycle training and other cycling related activity is to ensure that the person delivering the session is suitably qualified, experienced, confident and well enough to deliver the session safely. It is not possible to document all risk assessment based decisions, therefore we consider our site specific and ride risk assessments to be working documents that are intended to be updated and reviewed regularly. Copies of risk assessment documents can be provided for those who wish to view them, the date stated on the document is the latest date that the document was reviewed so it may not be appropriate for an organisation to keep copies of our documentation on file.

First Aid

All directors, employees and self-employed representatives are required to keep their qualifications up to date (see service level agreement), in most cases, this includes holding a first aid qualification. The equipment (first aid kit etc.) carried by an instructor/leader/coach may vary depending on the activity. This may be an outdoors focussed first aid course, first aid at work or paediatric first aid. In addition to this, 3 of our 5 directors hold a Mental Health First Aid England qualification and are able to respond to the needs of directors, employees, self-employed representatives and service users if needed.

Safety Procedures

Breaking Cycles CIC prides itself in not only ensuring safety during sessions, but encouraging riders to adopt safe practices that become part of their general cycling behaviour. It is therefore our policy to strongly recommend rather than insist on the use of any kind of PPE unless it is legally required, required by a third party (such as national governing bodies, venues, local authority, insurance company etc.) or the service user is a child (under 16).

The following PPE is strongly recommended by Breaking Cycles CIC

- A suitable helmet (meeting EN1078, appropriate for the discipline of cycling and in a good state of repair)
- Easily visible clothing such as High viz vests.
- Footwear with a strong sole, toe enclosure and secure fastening.

In order to ensure that all of the equipment we use in our sessions is safe and therefore fit for purpose, we will ensure that

- Bikes are periodically inspected by a qualified (Cytech 3) mechanic (at least once per year) and on a more regular basis by our directors, employees & self-employed representatives.
- All equipment is suitably cleaned, inspected (and repaired if necessary) before it is used.
- All service users are involved in the process of looking after equipment to minimise the chance of any damage occurring due to mis-use.

Behaviour Management

In order to ensure fair access to our services, we do not refuse to work with an individual on the grounds that their behaviour is un-acceptable and therefore unsafe.

The measures we take to ensure that our sessions are conducted in a safe and inclusive way when working with those who display challenging behaviour is as follows.

- Expectations are clearly shared with the organisation prior to us arriving and re-enforced once we do. This includes sharing risk assessments and session plans with key workers.
- Inviting support workers to attend and join in with sessions when doing so motivates the service user and improves their chance of success.
- Matching the skill-set of the self-employed representative, employee or director to the setting which the activity is taking place from.
- Ensuring that our practice is compatible with the established protocols of the organisation we are working with. This may include
 - Following reward / disciplinary schemes.
 - Adjusting timings to fit in with established routines.
 - Adapting our communication style to fit with what the rider is used to.

Agreement

This Policy (reviewed on Thursday, 20 August 2020) has been read and understood by the following members.

Member	Signature	Date
P. Wade (Director: PSC)		
K. L. Seed (Director: Legal advice)		
J. L. Wade (Secretary)		
J. Marshall (Director: Community sport fundraising)		
J. Myhill (Director: Corporate training)		