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BodyFocus Cycle Training

Health and Safety and Emergency Procedures

Health and Safety

- The duty of care is to the client or group and to the health and safety of others.
- Prior to training make sure that a Cycle Training Register is completed with clients' names, emergency contact details, any health conditions and level of ability. This must be kept with the instructor at all times in case of an emergency.
- Try to have another responsible adult present, though this is not always possible.
- Ensure that a risk assessment of the area to be used has been completed and documented.
- Continual risk assessment should take place throughout training taking appropriate action should the need arise.

First Aid

- The Cycling Instructor must hold a recognised basic first aid qualification.
- For minor cuts or grazes rinse with bottled water (a child can do this themselves under supervision)
- Do not put sticking plasters or give any medication to children.
- Sun screen should be applied by the person/child themselves.



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BodyFocus Cycle Training

Health and Safety and Emergency Procedures continued

Emergency Procedures

- If there is an accident or emergency make sure that your client or group is safe and bicycles and belongings are off road.
- If necessary contact emergency services (e.g. ambulance, police) and stay with the injured person until help arrives.
- If necessary contact the emergency contact for the participant on the register and stay with the person until their contact arrives.
- Children: If another adult is present, ask the adult to return to base with the unaffected children and wait with them until they have been collected.
- Adults: Ask the unaffected adults to return to base.
- Obtain contact details from any witnesses
- A BodyFocus Incident Form should be completed and logged if there is an accident, incident or near miss during training, this includes acts of violence or verbal abuse that causes injury or distress. The form should detail any follow up actions and outcomes.
- If appropriate let other members of the group know the outcome of the incident e.g. that the person is OK, in hospital.