

PRO-ACTIVE ADVENTURE

HEALTH AND SAFETY PROCEDURE

Activity: Mountain Biking

Minimum Instructor Competence:
Mountain-Bike Instructors Award Scheme
Level 1.

Date Reviewed: 20/11/10
Completed by: Clive Richley
Competence: M.I.A.S. level 6
Is the activity acceptably safe if managed as
below? YES
Signature: *C. Richley*

Main Risks (numbered) People at risk: Participating staff and clients, members of the public

- 1) Head injuries
- 2) Elbow/ knee and hand injuries from falling off
- 3) Collision with objects, vehicles and members of the public
- 4) Injuries caused by mechanical breakage of safety features
- 5) Getting lost
- 6) Not being seen in poor light
- 7) Weather related exposure and hypothermia
- 8) Sunburn
- 9) Exhaustion
- 10) Heat stroke

How to manage/reduce/minimise these risks safely (corresponding numbers)

Staff operate within the Highway Code when on public roads and hold a First Aid certificate

- 1) Wear an individually fitted safety helmet
- 2) Wear long sleeved/leg covering clothing and gloves
- 3) Activity leader will define safety boundaries and maintain safe speeds and practice. If clients refuse to follow instructions, then the activity must be terminated.
- 4) Mountain bikes are only to be hired from reputable suppliers who certify that the bikes have been maintained in line with manufacturer's specifications
- 5) Map and compass will be carried in unfamiliar areas
- 6) Bikes must be fitted with approved lights in poor light conditions
- 7) Adequate suitable warm clothing and waterproofs will be provided
- 8) Sun block and suntan lotion will be provided
- 9) Routes will be chosen within the participant's capabilities
- 10) Carry plenty of fluids and wear close fitting clothing

Activity Instructors must ensure that full emergency escape details and a full route plan is completed before the activity is undertaken and put in the Adventurous Activity File in the unit office.

Summoning Help: A call out person is appointed before the activity takes place. This person is contacted on completion of the activity. If not contacted they will take appropriate action.

PRO-ACTIVE ADVENTURE

ACTIVITY: Mountain Biking

MINIMUM EQUIPMENT TO BE CARRIED

Participants:

- 1) Clothing suitable for the expected weather conditions
- 2) Individually fitted helmet
- 3) Gloves to be worn at all times
- 4) Appropriate footwear.
- 5) High visibility clothing to be worn on roads.

Participants are to report all defects or damage of equipment to the activity instructor immediately.

Instructor:

- 1) Company first aid kit
- 2) Bivy bag or survival shelter for long/winter trips
- 3) Map and compass in unfamiliar areas
- 4) Sun block cream
- 5) Extra fluids and water purification tablets in hot weather
- 6) Torch and/or light sticks in winter
- 7) Rucksack with spare clothing (If required), relevant to prevailing weather conditions.
- 8) Bicycle repair kit. (to include spare inner tubes and a suitable pump).

Note: The instructor must remove any defective equipment from service, clearly labelling the item with what is wrong and notify the stores person.