

Biking Basics Guidance

Tutors

A Biking Basics Co-ordinator is a person engaged in organising and running the Biking Basics course in the school.

A Biking Basics Tutor is a person engaged to teach children in an off-road situation and may be recruited by either the Co-ordinator or the school.

The minimum age for a tutor is 16 years except for Duke of Edinburgh Award students

Any incident must be reported to the parent/carer and recorded in the school's Accident Book.

All tutors must be CRB checked and work in sight of another tutor.

Pupils

The minimum age for a pupil is 6 years old.

No tutor will have more than six pupils.

No child shall be allowed to participate on the course until a completed parent consent form, signed by the parent or carer, has been received by the Co-ordinator.

It is the parent's responsibility to supervise the child's journey to and from the course.

Children will be expected to wear suitable clothing for cycling.

Children must wear a correctly fitted cycle helmet when cycling.

Children are encouraged to attend all sessions.

Bicycle Safety Check

All cycles must be inspected at the start of every session and details of any faults found must be recorded on the bicycle check report. The one copy is taken home to the parent and a second copy is retained by the tutor, to ensure that the faults have been rectified.

Under no circumstances should a tutor attempt to effect repairs or adjustments to a pupil's cycle.

No child should be allowed to participate in activities on a bicycle that in the opinion of the tutor, is deemed to be in a dangerous condition.

Helmet Check

All helmets must be checked at the beginning of every session. If the helmet does not fit correctly the child and parent should be informed.

Practical Cycling

Tutors should establish the location of the nearest telephone.

When planning activities all materials used must be considered safe. Particular attention must be given to children who are observing the cycling activities so as not to increase any risk by additional hazards.

Record Keeping

It is necessary to keep an attendance register on which the child's name address and telephone numbers are listed.

The register should be marked at the beginning of every session so that in the event of an emergency you know who should be there and who to contact if necessary.

BIKING BASICS PARENT CONSENT FORM

(A separate form **MUST** be completed for each child.
Please fill in **ALL** relevant parts of the form)

I would like my child: _____

of (address): _____

Telephone: _____ Date of Birth _____

to take part in the **Biking Basics course**.

I understand that my child will participate in the Biking Basics course from

_____ (date) to _____ (date). The course will run for

_____ (number) sessions.

- I have explained to my child the need for good behaviour and understand that it remains my responsibility to get my child to / from the course safely and on time.
- I agree to declare any physical / medical condition which may affect my child's participation and will notify the trainer of any medication which my child is taking in relation to any condition.
- I understand that the tutors are covered but my child is NOT covered by the County Council's Public Liability Insurance Policy.

Signed: _____ **(Parent / Guardian)**

- I give permission for my child to be included in publicity photographs. (optional)

Signed: _____ **(Parent / Guardian)**

BIKING BASICS PARENT CONSENT FORM

Emergency Contact Numbers

1)

Name: _____

Address: _____

Phone No (H): _____

Phone No (W): _____

2)

Name: _____

Address: _____

Phone No (H): _____

Phone No (W): _____

Medical / Physical Condition:

Please return this form to the Biking Basics tutor via the school office



BIKING BASICS CYCLING COURSE PUPIL'S TOPIC CHECK SHEET

Name: _____

School: _____

(Please tick in which session the topic was covered)

TOPIC

SESSION

| | 1 | 2 | 3 | 4 | 5 | 6 |
|-------------------------------|---|---|---|---|---|---|
| 1 Safe places to ride | | | | | | |
| 2 Naming parts of the bicycle | | | | | | |
| 3 Size of bicycle | | | | | | |
| 4 Safe bicycle | | | | | | |
| 5 What to wear | | | | | | |
| 6 Helmets | | | | | | |
| 7 Stopping | | | | | | |
| 8 Starting | | | | | | |
| 9 Stopping (extension work) | | | | | | |
| 10 Looking and listening | | | | | | |
| 11 Riding position | | | | | | |
| 12 Carrying things | | | | | | |
| 13 Emergency stop | | | | | | |
| 14 Cycle control | | | | | | |

Tutor's signature: _____ Date: _____

WHAT TO LOOK FOR WHEN CHECKING A BICYCLE

Size

The child should be able to:

- a. Sit on the saddle astride the bicycle and balance the bicycle by both feet touching the ground;
 - b. Ride the bicycle without their knees hitting the handlebars.
- * If the child is unable to do this, the bicycle is too big (a) or too small (b), or not adjusted to the correct size. It is dangerous if it is too big and cannot be adjusted.

DANGEROUS FAULTS

If, when the bicycle is lifted off the ground holding it by the handlebars and saddle, a noise is heard or any movement or shake is felt, then a fault exists on the bicycle, which should be found as the inspection progresses.

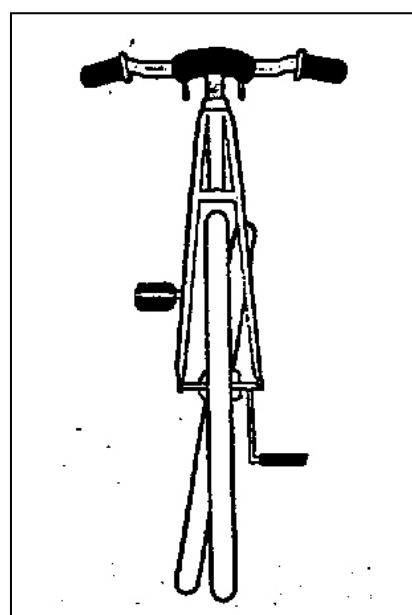
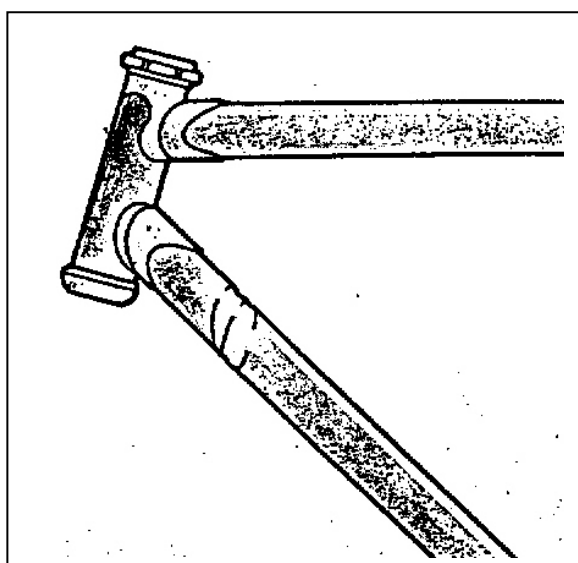
Frame

All joints should be free from corrosion and cracking, and when you run your finger lightly along the underside of the crossbar, you should not be able to feel any ripple in the paintwork (not visible to the naked eye).

- * Dangerous if seriously bent

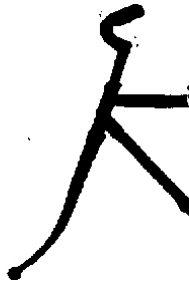
View the bicycle from the rear and both wheels should be in line.

- Dangerous if seriously bent.



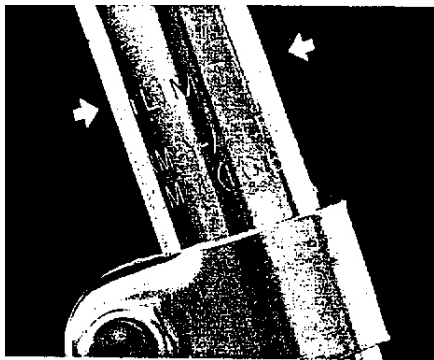
Front Forks

- * The front forks should be free from any twisting or being bent backwards. Bending nearly always takes place at the top of the fork just below the joint with the frame. Check for rippling in the paintwork, cracks or distortion at the joints. The head tube and the upper part of the fork should be in a straight line.



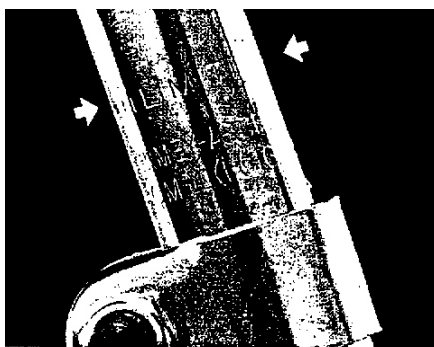
Handlebars

- * The line showing the maximum the handlebar stem can be raised or the slots in the stem should not be showing.



Saddle

- * The line showing the maximum the saddle stem can be raised should not be showing and the saddle should not move up, down or sideways.



Headset

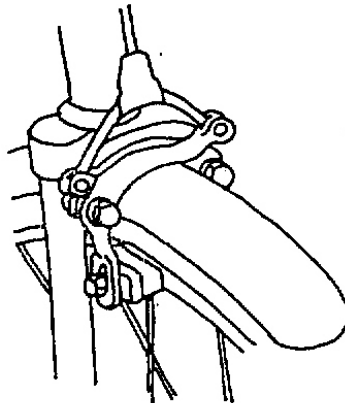
- * When the handlebars are turned to the left and right, there should be no tightening or stiffness. When the front brake is applied and the bicycle is gently pushed forward, there should be no rocking movement other than the barest minimum. Check the headstock nuts are at least finger-tight.
- * Dangerous if substantial looseness.

Pedals/Crank

There should be no part of the pedals missing and they should spin freely on the spindle. Holding the pedal still on the chain wheel side the other pedal should not move backwards or forwards.

Brakes

- * The bicycle must have a front and back brake that work with no brake blocks missing. The back brake may be "backward pedalling" type. When applied, the brake levers should not touch the handlebars and the brake blocks should rest against the rim of the wheel and not overhang the tyre or go below the rim. There should be no oil on the rim. Try to push the bicycle forward with each brake on. It should only move with difficulty or skid.



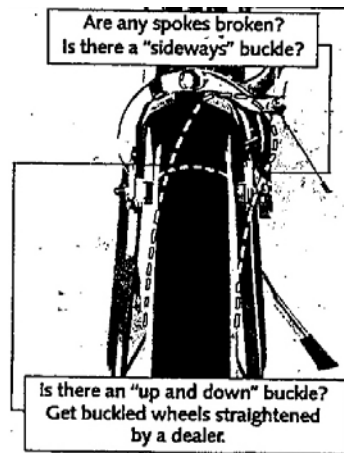
Cables

- * The cables should move freely in the outer casing with no sign of fraying on any part of the cable. The cables should not stop the handlebar being turned to the extreme right or left.

Wheels

The wheels should spin freely on the hub without wobbling. When a pencil is run round the spokes, they should all ring and there should be none missing. (If spokes ring and there are spokes missing, the bicycle is not dangerous but repairs need to be effected.) Holding the rim at the top of the wheel, there should be no sideways movement. If the spokes are tight, any movement will be a loose hub. The wheel nuts will be tight when checked with fingers.

- Only dangerous if several spokes missing or substantially wobbly.

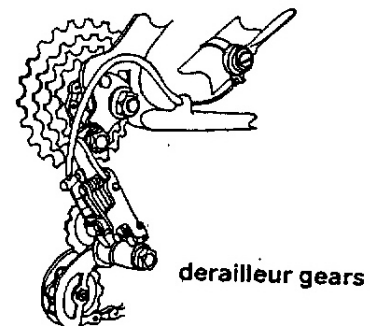
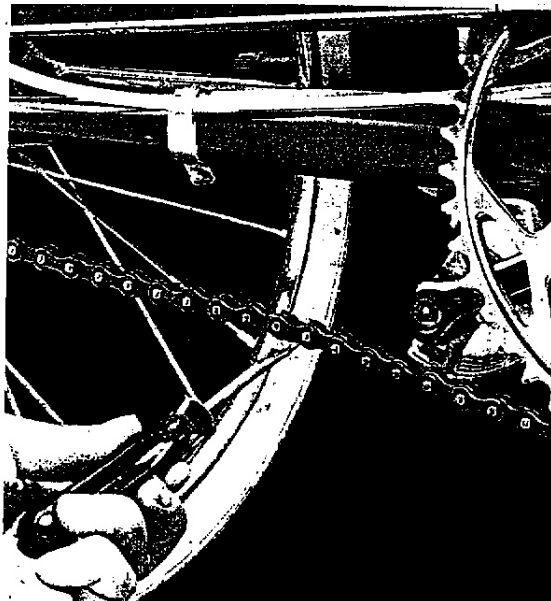


Tyres

- * The tyres should be free of cuts and bulges with no canvas showing below the rubber. The valve should be at 90° to the rim. (In order to preserve the life of the tyre, they should always be pumped up hard. Cracked walls of the tyres usually indicate that the bicycle is ridden with tyres under-inflated).

Chain

- * With the exception of bicycles with derailleur gears, see below, the chain should not have more than 1" (2.54 cms) of movement when the bottom run is lifted with a pencil.



Gears

Where a derailleur gear is fitted, the jockey wheel return spring should keep the chain under tension at all times. If when it is moved forward using a pencil it does not return, the return spring is worn.

General

- * The following fittings should be secured so that they cannot be caught in the wheel, chain or steering: mudguards and stays, lights, reflectors, dynamo, chain guard, saddlebag, panniers, baskets or parcel carrier.

If a bicycle does not satisfy any of the starred requirements, it is deemed to be dangerous and the bicycle report form should be completed and signed by a tutor, and sent home to parents of the child concerned. Make a note on the bicycle check report that a bicycle report has been sent out. Ensure repairs have been carried out before the child is allowed to rejoin the course.



BICYCLE AND HELMET CHECK REPORT

Name: _____ Date: _____

| Part | Fault Found |
|-------------------------|---|
| BICYCLE (size) | too big : too small |
| FRAME | bent : cracked |
| FRONT FORKS | bent : twisted |
| HANDLEBAR | safety mark or slot showing : too high : too low |
| SADDLE | safety mark or slot showing : too high : too low |
| HEADSET | too loose : too tight |
| PEDALS/CRANK | pedal missing, broken or does not turn : too loose : too tight |
| BRAKES | broken : need adjusting : not working : oil on rim of wheel : brake blocks worn, or incorrectly positioned : levers touch handlebars on use |
| CABLES | frayed : needs oiling : not working |
| WHEELS | spokes missing, broken or bent : loose hubnuts : wobbles |
| TYRES | worn or damaged : too soft |
| CHAIN | too loose : too tight : needs oiling |
| GEARS | broken |
| REFLECTORS | front missing : rear missing : hidden : dirty <i>(it is against the law to cycle without a rear reflector)</i> |
| HELMET | incorrectly adjusted : damaged : too big : too small |
| OTHER | _____ |
| <i>(please specify)</i> | _____ |

**THESE FAULTS HAVE BEEN FOUND AND NEED REPAIRING
BEFORE THE NEXT SESSION.
PLEASE NOTE THERE MAY BE OTHERS**

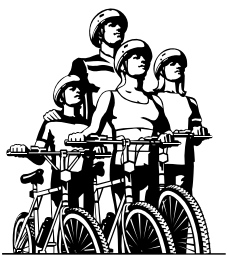
BIKING BASICS CYCLING COURSE

Bicycle Check List



Use this list to help you check your bicycle every week and tell an adult about any problems you find.

1. Brakes
 - are they working properly?
 - are the brake blocks worn?
 - are the cables frayed or broken?
2. Steering
 - do the handlebars shake?
 - is it stiff to turn?
3. Wheels
 - do they wobble?
 - are they bent?
 - are any spokes missing or loose?
 - are the tyres hard?
 - are the tyres worn or damaged?
4. Chain
 - is it too loose or too tight?
 - does it need oiling?
5. Pedals
 - are they missing or broken?
 - are they worn?
 - do they turn easily?
6. Size
 - is your bicycle still the right size for you?



- DON'T FORGET TO WEAR YOUR HELMET -



CYCLE HELMETS

Facts about bicycle accidents

Every year about 50 children under 15 are killed in cycling accidents in Great Britain.

Every year at least 1300 children under 15 are seriously injured in cycling accidents in Great Britain. Six thousand more are slightly injured.

The numbers of children killed or seriously injured in cycling accidents is not falling. It is steady in most age groups, and rising for children aged 5 to 9. By contrast, the number of children involved in most other forms of accident is falling year by year.

About two thirds of cycle accidents aren't reported to the police and so they're not recorded in official figures. So the real number of cyclist casualties is much higher than the official figure and an estimated 10,000 children are treated in hospital after a cycle accident every year.

Accidents on minor roads are often more serious than accidents on major roads.

In 20% of cycle accidents to 10-14 year olds, they are injured on their way to and from school.

75% of child cycle deaths involve head injury as a major cause.

Why wear a cycle helmet

Helmets can reduce the risk of head injury after an accident by 85%. They can reduce the risk of brain injury by 88%. Riders who do not wear helmets are 6 to 7 times more likely to injure their heads, and 8 to 9 times more likely to injure their brains than those who do.

Choosing a helmet

Look for a cycle safety helmet made to a recognised safety standard. This could be BS EN 1078:1997 (European Standard, BS6863:1989); look for this number on the package. The British Standard means a helmet:

- Must stay on the head.
- Must not obstruct the cyclist's vision.
- Must not significantly restrict their hearing.
- Must absorb energy in an impact.
- Must be marked and have safety information for users.
- The outer packaging must have advice on choosing a helmet.

Helmets meeting the standard can be made of foam only, or have a hard outer shell. If you can't find a British Standard approved helmet, look for one that has a CE mark

and meeting one of these standards – BS EN 1078:1997 (European Standard), BS 6863:1989 (being replaced by European one), Snell B:95 (American Standard). Do not buy a helmet unless it rates one of these standards.

Make sure the helmet fits securely. Try it on in the shop. Make sure the child can do up the helmet securely. Make sure it has a buckle and chin strap that they can cope with, so they can put it on themselves. Choose a helmet your child likes, so they will be keen to wear it.

Finding a helmet

Put the helmet on and adjust the fit. You may find there are pads, straps or adjustable sections. The helmet should:

- Be level on the head so it covers the forehead but doesn't obscure the view.
- Be snug on the head so it doesn't slide about, but sits comfortably.
- Be held on firmly by the jaw and rear straps.

It takes time to fit a helmet properly. You've invested time and money buying a helmet, put a little more time into making sure it works.

Caring for a helmet

If a helmet is badly knocked in an accident or dropped heavily it must be replaced. It may have no visible damage.

Only put stickers and decorations on a helmet if they're specially provided. Glue or paint can damage the helmet.

Just clean the helmet with a soft cloth and water, cleaners could damage it. Lycra covers can be taken off and washed.

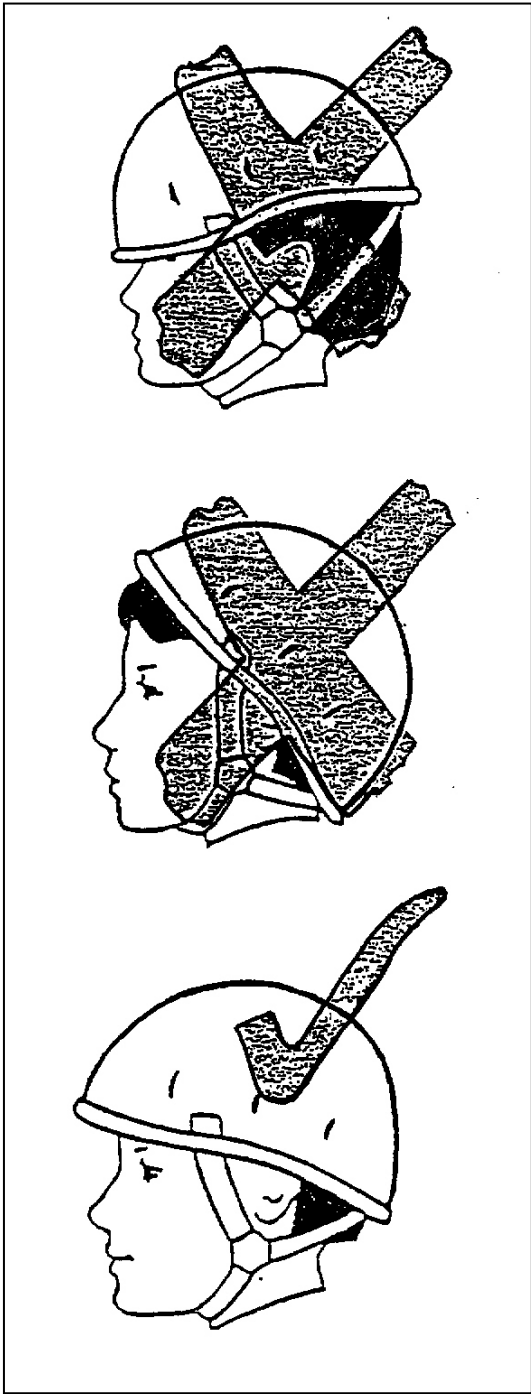
More steps to safer cycling

Many accidents happen because drivers can't easily see cyclists on the road.

By day, use brightly coloured or fluorescent clothing or accessories. The best colour is yellow.

By night, use reflective material that reflects light back at the driver. It comes in strips, stickers, tapes and tags as well as special belts and vests.

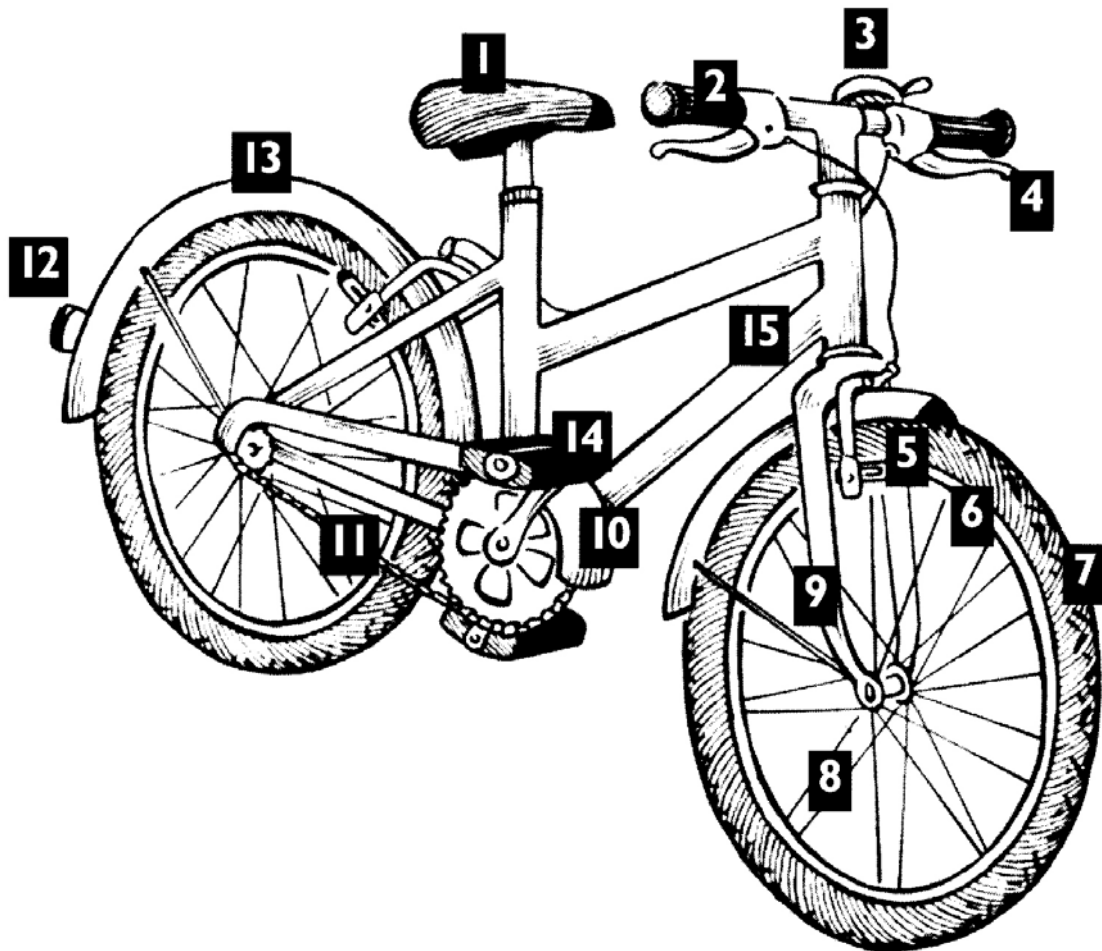
Choose a bike that's the right size. Adjust the handlebars and saddle properly. Keep it in good condition. Take special care with the brakes. The law says you must have lights in the dark, so make sure they are working.



What to wear



The bicycle





Biking Basics
Cycling Course

