**NE Cycling CIC Health and Safety Policy**

**1. Statement of Intent**NE Cycling CIC is committed to ensuring the health, safety, and welfare of all students, staff, volunteers, and visitors who participate in our cycling-based alternative education provision. Our goal is to create a safe and supportive learning environment where all students, regardless of their abilities or educational background, can engage in cycling activities safely.

We recognise the unique needs of our students, many of whom have Special Educational Needs and Disabilities (SEND) or may not be accessing mainstream education. This policy outlines our commitment to safeguarding and promoting their safety during all activities, both on and off the cycling circuit.

Where appropriate, NE Cycling CIC will seek advice and guidance from Hartlepool Borough Council’s Health and Safety Team to ensure that our health and safety procedures are robust, up-to-date, and compliant with relevant legislation. More information can be found via the council’s workforce support resources: [Hartlepool Borough Council Health and Safety Support](https://www.hartlepool.gov.uk/info/20075/information_for_professionals/1163/workforce_support/2).

**2. Responsibilities**

* NE Cycling CIC Management is responsible for ensuring that this Health and Safety Policy is implemented and regularly reviewed.
* Staff and Volunteers are responsible for ensuring that they understand and comply with the safety procedures outlined in this policy and for taking reasonable care of their own health and safety and that of others.
* Students are expected to follow all safety instructions provided by staff and wear appropriate safety equipment at all times.
* Parents/Carers will be informed of safety requirements and are encouraged to support the programme’s health and safety measures.

**3. Risk Assessments**We conduct thorough risk assessments for all cycling activities to identify potential hazards and implement control measures. These assessments are regularly reviewed and updated, particularly when new activities or routes are introduced. Risk assessments include consideration of the following:

* Student needs, including SEND and behavioural challenges
* The use of cycling circuits and road safety for off-site rides
* Weather conditions and environmental factors
* Equipment safety and maintenance

**4. Safe Use of Equipment**

* All bicycles and cycling equipment will be maintained to a high standard. Regular inspections will be conducted to ensure that all equipment is safe and fit for purpose.
* All students will be provided with a suitable bicycle that is appropriate for their size and abilities.
* Helmets are mandatory for all students, staff, and volunteers during cycling activities. Helmets will be inspected to ensure they meet safety standards and fit correctly.

**5. Supervision and Staffing**

* Adequate supervision will be provided for all activities. Staff-to-student ratios will be carefully considered, especially for students with SEND, to ensure that all students receive the necessary support and guidance.
* All staff and volunteers involved in the provision will have the necessary qualifications, including first aid training and cycling instruction.
* A designated First Aider will be present at all sessions, and a fully stocked first aid kit will be available on-site at all times.

**6. Road Safety  
While the majority of our cycling activities take place on a closed circuit, there may be occasions when students are taken off-site to cycle on roads. In these instances:**

* Risk assessments will be conducted for the route, considering traffic conditions and student needs.
* Students will receive road safety training, and sessions will be designed to build their confidence and competence when cycling on roads.
* High-visibility clothing will be provided, and all students must wear helmets and follow staff instructions.
* Staff will accompany students at all times, and group sizes will be carefully managed to ensure safety.

**7. Special Educational Needs and Disabilities (SEND)  
We recognise that some of our students may have SEND that require specific adjustments to ensure their safety. This includes:**

* Conducting individual risk assessments for students with SEND to identify any additional support or equipment they may require.
* Ensuring that staff are aware of individual students’ needs and are trained to support them appropriately during cycling activities.
* Providing opportunities for one-on-one instruction or small group sessions for students who may find larger groups overwhelming or distracting.

**8. Behaviour Management  
We understand that some students may exhibit challenging behaviours. Our approach to behaviour management prioritises safety and respect for all participants:**

* Staff will use positive behaviour strategies to encourage safe participation.
* Students who present a risk to themselves or others may be removed from activities temporarily, following a risk assessment, and supported with tailored interventions to help them re-engage safely.

**9. Emergency Procedures  
In the event of an accident or medical emergency:**

* The designated First Aider will assess and provide immediate care.
* If further medical assistance is required, emergency services will be contacted.
* Parents/carers will be informed as soon as possible.
* All incidents and accidents will be recorded in our Accident Book and reported in line with legal requirements.

**10. Training and Induction  
All staff and volunteers will receive training in health and safety, including:**

* Use and maintenance of cycling equipment
* First aid
* Road safety and cycling instruction
* Safeguarding and SEND support

New staff and volunteers will undergo an induction process to ensure they are fully aware of their responsibilities and the safety protocols.

**11. Safeguarding**NE Cycling CIC is committed to safeguarding the welfare of all students. All staff and volunteers will follow our Safeguarding Policy and procedures, ensuring that any concerns about a student’s well-being are reported and addressed promptly.

**12. Monitoring and Review**This Health and Safety Policy will be reviewed annually or sooner if significant changes occur in our provision or operations. We will also seek feedback from staff, students, and parents/carers to continuously improve our safety procedures.

**Date of Policy:  
(Insert Date)**

**Next Review Date:  
(Insert Date)**