

Bike Maintenance Risk Assessment Guide



Cycling UK recommends carrying out a risk assessment for any activity that involves members of the public. The generic hazards below may affect the health and safety of the event, activity or venue. Please complete the following document with details of any specific hazards and the measures put in place to control them. Keep this form for your records and review and amend regularly. In the event of an accident/incident follow the accident/incident procedure.

Hazard	Control Measures
Access to workshop	Prevent access to the workshop area to general public, unless under supervision by on site workers.
Risk of injury to public	Cytech/C&G/Cycling UK qualified staff/volunteers to conduct thorough inspection of all bicycles before returning to participant. Mechanics must only carry out work in line with their level of training.
Risk of injury to mechanics	Provide appropriate training and guidance to mechanics whilst ensuring a safe working environment. Ensure mechanics are given regular rest breaks to reduce stress or fatigue
Manual Handling	Provide manual training to mechanics and ensure safe lifting of equipment and bikes
Set up, storage and testing of equipment including electrical	Ensure workshop is laid out in accordance with floor plan, leaving adequate space for movement between work areas. Ensure all tools are serviceable before use and each workstation is well maintained, with Anti-Slip Mats/Flooring under each Bike Repair Stands. Prevent slip and trip hazards by ensuring loose cables, parts and substances are securely stored when not in use.
Control of Substances Hazardous to Health (COSHH)	Provide training on Hazards of Chemical misuse and ensure all mechanics are aware of potential hazardous substances on-site. Provide appropriate PPE such as safety glasses/goggles and gloves. Ensure the presence of a suitably qualified first aider and maintain a stocked and functioning first aid kit including eye bath solution.
Documents	Maintain clear records regarding maintenance of bikes, including recording faults and any work undertaken.

Please note: A dynamic risk assessment on the day is required

Risk Assessment:

Club/Group name

Complete all sections relevant to your activity

Activity title

Activity leader

Route To/From

Venue:

Time Start/End:

Approx No. of Participants:

Distance:

Terrain:

Difficulty:

Cycling UK registered:

Date completed:

Assessors Signature:

Hazard

Who may be involved?

Control measure

Is the level of risk acceptable?

Review

Risk Assessment - Additional sheet



Hazard	Who may be involved?	Control measure	Is the level of risk acceptable?	Review