



BURLINGTON
HOUSE SCHOOL

Bicycle Policy

Responsible person: Luke Harris

Review Cycle: Annual

Last review date: 13/08/24

New review date: 13/08/25

In all Burlington House School policies, the words “Burlington House School” refer to Burlington House Prep, Burlington House Senior and Burlington House Sixth Form.

Burlington House School is owned and operated by **Cavendish Education**.

General Introduction:

This policy is one of a series of school policies that, taken together, are designed to form a comprehensive statement of the school’s aspiration to provide an outstanding education for each of its students and of the mechanisms and procedures in place to achieve this. Accordingly, this policy should be read alongside these policies. In particular, it should be read in conjunction with the policies covering equality and diversity, Health and Safety, safeguarding and child protection.

All of these policies have been written, not simply to meet statutory and other requirements, but to enable and evidence the work that the whole school is undertaking to ensure the implementation of its core values: that **all children can achieve**.

While this current policy document may be referred to elsewhere in Burlington House School documentation, including particulars of employment, it is non-contractual.

In the school’s policies, unless the specific context requires otherwise, the word “parent” is used in terms of Section 576 of the Education Act 1996, which states that a ‘parent’, in relation to a child or young person, includes any person who is not a biological parent but who has parental responsibility, or who has care of the child. Department for Education guidance Understanding and dealing with issues relating to parental responsibility updated August 2023 considers a ‘parent’ to include:

- all biological parents, whether they are married or not
- any person who, although not a biological parent, has parental responsibility for a child or young person - this could be an adoptive parent, a step-parent, guardian or other relative
- any person who, although not a biological parent and does not have parental responsibility, has care of a child or young person

A person typically has care of a child or young person if they are the person with whom the child lives, either full or part-time and who looks after the child, irrespective of what their biological or legal relationship is with the child.

The school employs the services of the following consulting companies to ensure regulatory compliance and the implementation of best practice:

- Peninsula BrightHR
- Peninsula BusinessSafe (Health and Safety)
- Atlantic Data (DBS)
- Educare (online CPD)
- SchoolPro (data protection)
- Marsh Commercial (insurance)

Where this policy refers to 'employees', the term refers to any individual that is classified as an employee or a worker, working with and on behalf of the school (including volunteers and contractors).

Burlington House School is committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers, pupils and visitors to share this commitment.

All outcomes generated by this document must take account of and seek to contribute to safeguarding and promoting the welfare of children and young people at Burlington House School.

The policy documents of Burlington House School are revised and published periodically in good faith. They are inevitably subject to revision. On occasions a significant revision, although promulgated in school separately, may have to take effect between the re-publication of a set of policy documents. Care should therefore be taken to ensure, by consultation with the Senior Leadership Team, that the details of any policy document are still effectively current at a particular moment.

1 Introduction and scope

1.1 This policy document applies to the provision of bicycles to staff in schools and in Cavendish Education, whether the bicycle concerned is part of a 'pool' of bicycles for use by a number of staff members or is allocated to a named staff member for their individual use.

1.2 This policy is based upon

- [HSE guidance: Driving and riding safely for work](#)
- guidance from the insurers of Cavendish Education

The overall approach of the school is based on the [Safe journey, safe rider, safe bicycle](#) principles of the HSE.

1.3 This policy should be read in association with the school's Health and Safety Policy

1.4 In issuing or making available bicycles to staff, the school is mindful of its duty to ensure that

- the bicycles are in good mechanical condition
- riders are fit and competent
- the bicycles are used in compliance with insurance requirements and risk assessments

1.5 Only approved members of staff may use a school bicycle. No one other than an approved staff member may use a school bicycle.

1.6 Commuting to work by bicycle is not classified as cycling for work purposes, except where someone's journey starts from their home and they are travelling to a work location that is not their normal place of work. Staff are made aware of the government guidance [Expenses and benefits: bikes for employees](#).

1.7 A staff member who chooses to use their privately owned bicycle for a specifically work-related activity, such as travelling between school sites, is expected to ensure that their bicycle is maintained in a roadworthy condition.

1.8 The school does not issue electric bicycles to staff, who may not use a powered bicycle for work purposes. The reason for this is that people are most likely to be killed or seriously injured on the roads while riding powered two-wheelers including powered bicycles; they are also disproportionately likely to be involved in a collision which kills or seriously injures a person walking or cycling.

1.9 Staff are reminded that privately owned e-scooters can not be ridden on public roads, and are not permitted to be used on school property.

2 Ownership of and responsibility for the bicycle

2.1 The bicycle is the property of the school, and may be withdrawn by the Headteacher, or under the direction of Cavendish Education, from use either altogether or by individual staff members.

2.2 Responsibility for the maintenance and use of the bicycle is shared between the school and the staff member using it at any particular time, as defined within this Policy.

3 Maintenance

3.1 The school maintains the bicycle, and ensures that it is safe to use by having in place:

- a clear instruction to staff that policy that an unsafe or defective bicycle may not be ridden
- written procedures for reporting defects to the bicycle

and by keeping up-to-date records showing that the school:

- carries out and records weekly bicycle checks and takes any actions needed; this includes inspecting tyres (condition and pressure), lights and brakes
- every six months and in accordance with manufacturers' recommendations carries out planned and preventive maintenance of bicycles and checks of the integrity of issued PPE
- remedies defects promptly, with the bicycle withdrawn from use until such defects are remedied
- carries out maintenance and repairs to a safe standard

3.2 The persons who carry out the inspection and maintenance tasks on behalf of the school are Luke Harris and Simone Di Santo, each term the bikes are professionally serviced.

4 Terms of use

4.1 The school:

- allows only formally and currently approved staff members to use a school bicycle
- requires (and makes sure that) approved staff members are appropriately trained and have the skills to ride safely
- supplies each approved staff member with relevant PPE (ie approved cycling helmet to standard EN1078 - EN1078, hi-viz tabard, lights) and a suitable bicycle lock
- publish and keeps updated an appropriate protocol for approved staff members using a school bicycle
- maintains the bicycle safely (see above)

4.2 The school bicycle user must:

- be formally and currently approved by the school for bicycle use
- use front and rear lights whenever cycling, regardless of the ambient light levels
- wear the supplied PPE (helmet and hi-viz) whenever cycling
- assess loads they are carrying and whether there is a risk of destabilising the bicycle
- when using a 'pool' bicycle, use it exclusively and only for school purposes
- on each occasion before using a school bicycle, carry out a visual check of the bicycle including tyres (condition and pressure), lights and brakes
- on each occasion when using a school bicycle, use the school's logging or "signing in" and "signing out" arrangement for operating the bicycle
- use hands-free options for operating navigation systems and other apps required for work
- not use a mobile phone while cycling
- not use the bicycle when adverse weather conditions create a substantially enhanced risk
- follow the agreed, risk assessed route for the journey unless there is an unavoidable reason otherwise (eg road closure)
- keep the school bicycle safe by ensuring that it is locked using the provided bicycle lock and appropriately stored at the end of each journey

4.3 A staff member using a school bicycle:

- has a duty to report to Luke Harris (see 3.2 above) without delay any defects in the bicycle of in issued PPE that that they identify
- may not use it if it is defective

5 Staff training

5.1 Only a current approved user may use a school bicycle.

5.2 For the staff member to be approved they must demonstrate that they have completed a training course to at least Bikeability Level 3.

6 Risk Assessment

6.1 'Pool' bicycles and bicycles allocated to individual staff members and their use are each risk assessed.

6.2 In accordance with HSE recommendations, the risk assessments cover:

- the journey, including
 - the route
 - cycle lanes
 - roadworks
 - traffic
 - congestion
 - light levels (day and night)
 - the weather
- the rider, including
 - training
 - fitness
 - fatigue
 - distraction
 - time pressures
 - any loads carried by the rider
 - their use of supplied PPE
 - observation of the rules of the [Highway Code 59-82](#)
- other road users, including
 - their behaviour
 - risks to them posed by the staff member
- the bicycle and its condition, including
 - its inspection and maintenance regime, including tyres, wheels, brakes, lights

- any loads carried on the bicycle

7 Monitoring and reporting and investigating incidents

7.1 Staff members report all work-related road incidents and near misses using the school's BrightSafe platform.

7.2 In line with its Health and Safety Policy, the school investigates incidents, monitors performance and makes sure that this policy is effectively implemented.

8 Review of implementation

8.1 The implementation of this Policy is reviewed annually by the school's Senior Leadership Team in consultation with staff and, where appropriate, a report is made to the Governance Body.

8.2 The school may submit to Cavendish Education proposals for amendments to this Policy.