

**ELECTRICALLY ASSESTED PEDAL CYCLES: RISK ASSESSMENT FORM**

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| **SCHOOL/SERVICE: Environmental Sustainability, Property & Facilities** | **LOCATION: All Campuses and Accommodation Sites** | **DATE: 22/12/14 (v2)** |

| No. | Hazards identified | People at risk from hazards | Existing control | Risk | | | Further action / recommendations | Action  by whom | Action  by when | Completed |
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| **H** | **M** | **L** |
| 1 | **Injury resulting from incorrect setup and/or faulty parts, including repair** | Employee  Student  Public | eCycle procured from trained professional and a reputable company through a rigorous invitation to quote process following University Procurement procedures.  Six-week check carried out by a trained professional on all new eCycles procured.  Management and maintenance programme in place, including robust six-monthly checks carried out by a trained professional.  Competent University staff to check each eCycle on at least a monthly basis using guidance from Sustrans.  Competent University staff to provide training to each user to ensure they themselves are competent and using the eCycle.  eCycle users to complete an ‘M-check’ before using the eCycle each time. Users will also be provided with a physical laminated information guide, specific to the eCycle used. Both documents to be housed at [www.bit.ly/ENU-SO11](http://www.bit.ly/ENU-SO11)  Users, through their individual Users Agreement, will be informed that they must make no attempt to repair any part of the eCycle, including repairing a puncture. All repairs will be carried out by a trained professional, as part of the two year maintenance contract between the University and the Electric Cycle Company.  If a bike requires maintenance while on loan, users will be advised to secure unusable bicycles safely and make alternative arrangements for travelling home or to a University campus or accommodation site. |  |  | **L** | A film will be produced, visually demonstrating how to complete an effective M-check on the eCycle. The film will also show new users how to use every aspect of the eCycle, as a supplementary back-up to mandatory one-to-one training. | Jamie Pearson | Ongoing | Ongoing |
| **2** | **Injury resulting from incorrect use of eCycle, including moving and handling the bike** | Employee  Student  Public | All users will be provided with individual training covering all aspects of using an eCycle. The induction will include a ride test in a safe environment, and an equipment test for helmets, panniers and the battery charger.  All users must complete and sign the Users Agreement to become members of the eCycle scheme. Users must specifically declare that they are confident and competent (by virtue of previous experience or prior training) with riding an eCycle on road. If not, the user will not be permitted to use an eCycle until they attend a cycle training course.  All users will be encouraged to read and comply with all applicable aspects of the Highway Code. Visit <https://www.gov.uk/rules-for-cyclists-59-to-82>  Users advised to wheel and not lift the bicycle, where possible, when not riding (the eCycle weighs 22kg). |  | **M** |  | A film will be produced, visually demonstrating how to complete an effective M-check on the eCycle. The film will also show new users how to use every aspect of the eCycle, as a supplementary back-up to mandatory one-to-one training.  eCycle users to consider personal risk assessments.  Insurance information, including a detailed list of risk and liability available at [www.bit.ly/ENU-SO11](http://www.bit.ly/ENU-SO11) | Jamie Pearson  Jamie Pearson | Ongoing  Ongoing | Ongoing  Ongoing |
| **3** | **Injury from moving parts** | Employee  Student  Public | Chain guard fitted to eCycle as standard. eCycle checked regularly (see existing controls covered within section one).  Recommend that users procure and use bicycle clips (or equivalent such as snap-bands). |  |  | **L** | University to consider providing bicycle clips (or equivalents such as snap-bands) to all users. Or, at least, provide guidance for appropriate clothing. |  |  |  |
| **4** | **Injury from adverse weather i.e. high winds, fog, heavy rain, snow, ice and hot weather** | Employee  Student  Public | User must be a competent cyclist (see existing controls covered within section two) and must be confident to judge and adapt appropriately to weather conditions.  All users will be encouraged to read and comply with all applicable aspects of the Highway Code.  In icy/snowy conditions, eCycles will be made available to users at the discretion of Property & Facilities.  In hot weather, users should take regular breaks, wear appropriate sun screening and remain hydrated.  Users will be encouraged to wear appropriate clothing. eCycles are fitted with lights and reflectors (meeting legislative standards). High visibility vests and helmets will be provided and users encouraged to use them.  eCycles are equipped with tyres that have tread for grip on wet surfaces, and disk brakes that perform in wet conditions. eCycles will be checked regularly (see existing controls covered within section one).  Users will be provided with information on suitable routes to and from the University, as well as national route finders, all advertised at bit.ly/ENU-SO5 |  | **M** |  |  |  |  |  |
| **5** | **Injury from fall**  **Injury from collision with another road user, pedestrian or object** | Employee  Student  Public | All users will be provided with individual training covering all aspects of using an eCycle. The induction will include a ride test in a safe environment, and an equipment test for helmets, panniers and the battery charger.  All users must complete and sign a declaration of competence to become members of the eCycle scheme. Users must specifically declare that they are confident and competent with riding an eCycle on road. If not, the user will not be permitted to use an eCycle until they attend a cycle training course.  All users will be encouraged to read and comply with all applicable aspects of the Highway Code.  Users will be encourage to wear appropriate clothing. eCycles are fitted with lights and reflectors. High visibility vests and helmets will be provided and users encouraged to use them.  Users provided with panniers and will be advised to store any carried goods or equipment appropriately.  Users encouraged to follow all legislation within the Highway Code and not use portable electric appliances when operating the eCycle. |  |  |  | Storage of equipment, including high visibility vest, helmet and battery charger will be kept by Jamie Pearson in room 6.B.29, Sighthill. As the scheme develops, the equipment may be stored in appropriate containers or lockers at each campus. This risk assessment will be updated, as appropriate, once any changes occur.  Users, through the Users Agreement are instructed to return the eCycles and all equipment in the state it was issued. In theory, this should mean all accessories are clean. Sanitising wipes will be kept, and used when necessary, by Jamie Pearson in room 6.B.29, Sighthill. |  |  |  |
| **6** | **Injury due to lack of fitness and/or pre-existing medical condition** | Employee  Student  Public | All users must complete and sign a declaration of competence, which will include a declaration that they are fit enough and have no pre-existing medical conditions that could be aggravated by using an eCycle.  Potential users must consult their GP or the University Occupational Health service if necessary.  Users will be encouraged to inform a colleague, friend or family member when they are using the eCycle. If using the eCycle for business purposes, users will be asked to consider the University Lone Working and Personal Safety Procedures.  Batteries should be charged before use to give users as much power as possible.  Users encouraged to consider journey length.  Users to adhere to the Highway Code. |  |  | **L** | eCycle users to consider personal risk assessments. | Jamie Pearson | Ongoing | Ongoing |
| **7** | **Risk of fire and subsequent injury due to inappropriate charging of a damaged battery** | Employee  Student  Public | Users will be made aware of the fragility of the battery within the individual training provided. A ‘fragile’ sticker will also be attached to the battery.  A procedure will be in place to report any damage to the battery to the Property & Facilities Helpdesk by calling 0131 455 5000 (house phones are available at all campuses). Users will be told that damaged batteries must not be used. If damaged the battery must be left attached to the eCycle and not brought inside any building.  eCycle users to complete an ‘M-check’ before using the eCycle each time. Users will also be provided with a physical laminated information guide, specific to the bike used. Both documents include the battery and both to be housed at [www.bit.ly/ENU-SO11](http://www.bit.ly/ENU-SO11) |  |  |  |  |  |  |  |
| **8** | **Battery overheating** | Employee  Student  Public | To prevent overheating, battery must not be charged, following user guidance, for more than three hours at a time.  Batteries must not be left unattended whilst being charged i.e. overnight charging.  eCycle users, and others with responsibility for charging batteries will be briefed on battery charging best-practice. |  |  | **L** | At this specific point in time, the eCycle batteries will be stored in room 6.B.29, Sighthill when they’re not being used. As the project develops, appropriate spaces at each main campus will be investigated to allow safe charging and storage of the batteries whilst being more. If/when storage arrangements are altered, this risk assessment will be updated. |  |  |  |
| **9** | **eCycle stolen** | Employee  Student  Public | Users will be advised to secure unusable eCycle safely i.e. tyre stolen and make alternative arrangements for travelling home or to a University campus or accommodation site.  Gold standard d-lock, including cable, provided to all users. Users will be shown how to use both locks appropriately, following the User Manual. |  |  |  |  |  |  |  |
| **10** | **Use of damaged helmet increasing severity of potential injury** | Employee  Student | Users, through the Users Agreement, will be explicitly informed not to use damaged helmets, this includes helmets dropped (including where visual damage might not be obvious).  A procedure will be in place to report any damage to the helmet to the Property & Facilities Helpdesk by calling 0131 455 5000 (house phones are available at all campuses). Damaged helmets must not be used. Users are encouraged not to cycle without a helmet so, if the helmet is damaged, users will be advised to lock and store the eCycle appropriately until a replacement helmet is sourced.  Helmets reported as damaged will be disposed of immediately. |  |  |  | At this specific point in time, the helmets will be stored in room 6.B.29, Sighthill when they’re not being used. As the project develops, appropriate spaces at each main campus will be investigated to allow safe and secure storage of helmets and other accessories. Sanitising wipes will be available. Each user will be responsible for ensuring they are happy with the sanitisation of the helmet before using it, returning the helmet in the same condition. |  |  |  |

**Covering all hazards, users will be notified to report any issues to 0131 455 5000. Out of hours 0131 455 6119. Emergency 999. Email** [**eCycle@napier.ac.uk**](mailto:eCycle@napier.ac.uk)

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| **Review Date:** | **22/12/15** | **Signature:** |  | **Job Title:** | **Sustainability/Environmental Advisor** |