



# Buckmore Park Scout Campsite – Mountain Biking Activity Instructions and Risk Assessment

## **Activity Instructions**

Mountain Biking is a great activity at Buckmore Park Scout Campsite (BPSC) for Scout Sections from Cubs upwards to get a sense of excitement and achievement whilst also learning / improving important skills such as bike control and understanding risk. The Buckmore Park Mountain bike routes have been developed to be progressive allowing young people to progress through the different routes as their skills develop. The age and ability of visiting groups dictate which level of difficulty of route that can be attempted.

The following paragraphs detail the plans and safety measures in place at BPSC which ensure that all age groups participating in mountain biking at BPSC can understand the risks involved with the activity, how they have been mitigated and can enjoy the activity safely.

At the time of writing the BPSC Activity Manager for Mountain Biking is Gavin Jessup.

### **Responsibilities of Session Leaders (whether provided by BPSC or by a visiting group):**

#### **Group Size**

- A Session Leader should not supervise more than 11 other bikes and there should be at least one other adult in the group.

#### **Preparation and Equipment**

- Instructions, sent out at the time of booking, detail what is appropriate clothing for the activity conditions. Long sleeves, long trousers that can't get caught in chain and trainers are ideal;
- Session Leaders will check all participants can ride a bike (this is not to be assumed to be the case).
- Session leaders to check bikes before handing to participants (in particular brakes, air in tyres, seat height, chain).
- Participants will be issued with a cycling helmet which must be adjusted and worn correctly.
- BPSC bikes come in two sizes. Session leader will allocate bikes to participants and ensure seats are set to the correct height.
- Session Leaders will dynamically assess the ability levels of participants throughout the session to identify suitable trails to ride. Weaker members of the group will be positioned within the group to ensure they be supported either their friends or the Mountain Bike Session Leaders.



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### **Briefing**

A safety brief will be given to groups at the beginning of the mountain bike session, which will cover the following points:

- Outline of the format of mountain bike session.
- All participants must wear helmets when on mountain bike.
- Mountain biking basics (rear brake first, body position, gears) Checking brake operation.
- Ensure clothing clear of moving parts.
- Procedures in event of accident.
- Welfare check/medical conditions.
- Collision with other bikes in group; mitigate by leaving sufficient space between participants.
- Collision with other track path users and tree routes / tress; mitigate by riding at a speed which allows ability to react to situations as they arise.
- Warn that it is a woodland area with lots of trees and roots.

### **Pre-existing conditions**

- The session leader must make themselves aware of any participants suffering from Asthma, Epilepsy, severe allergies or any other relevant medical condition and ensure that prescribed medication is available if required. Medication is to be carried by the adult with the participating group with the individual in suitable proximity.

### **Weather**

- Due to the nature of the surface at Buckmore Park, the weather had a significant impact on mountain biking. If the trails are wet, muddy and or slippery extreme care must be taken if using the marked mountain bike trails. In these circumstances the speed at which groups can safely tackle the trails is greatly reduced. In extremis, the Session Leader believes it is unsafe to continue the session should be abandoned the group returned to the start in a safe manner.



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### **Conduct of Session**

- The Session Leader will give the briefing and hand out equipment (as set out in the sections above).
- The Session leader check the age of the group and plan an appropriate route.
- The Session Leader will use the journey along the ride to start to assess the ability of the group.
- The Session Leader will follow the green route to “Little John’s Clearing”. By this point the Session Leader will have determined if the group have the ability to move onto the Blue sections or remain on green.
- Before leaving Little John’s Clearing the Session Leader will reinforce that the Blue sections are narrow, many bends and lots of obstacles including trees and roots.
- Session leader must lead group on first pass of each section and identify hazards (tree routes etc and warn group)
- During the session the Session Leader will keep an eye on all cyclists and check they are cycling within their ability.
- On return to the cycle store the Session Leader will collect all equipment and notify the Activity Manager of any issues with the equipment.  
[gavin@buckmorepark.org.uk](mailto:gavin@buckmorepark.org.uk)
- All equipment locked away.

### **Planning & Reporting**

- All incidents, accidents, near misses and hazards must be reported using appropriate forms.
- Deflects and damages must be reported.
- Any safety concerns arising from the session must be reported to the Activity Manager.



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### Mountain Biking Risk Assessment

Risks Arising and Hazards Identified	Persons at Risk	How is the risk controlled What further Controls Are Needed	Person Responsible for controls
Risk of Injury by falling off bike or collision	All cyclists and others nearby, particularly young and inexperienced riders	<p>Suitability qualified and experienced staff (experienced mountain bikers, leadership experience, first aid qualification)</p> <p>Clear briefing prior to activity</p> <p>Phone, first aid and basic tools carried</p> <p>All accidents and near misses reported</p> <p>Check no loose clothing around moving parts</p> <p>Compulsory and proper use of cycle helmets</p> <p>Dynamic risk assessment of group before tackling any technical features</p> <p>Control speed at all times</p> <p>Instruct on use of rear brake and to keep weight back on downhill sections.</p> <p>Session leader must lead group on first pass of each section and identify hazards (tree routes etc and warn group)</p>	<p>Session Leader</p> <p>Session Leader</p> <p>Session Leader</p> <p>Session Leader</p> <p>Session Leader</p> <p>Session Leader</p> <p>Session Leader</p> <p>Session Leader</p> <p>Session Leader</p>
Medical conditions and allergies	Group members	Leader with group must know and be prepared for conditions and allergies in their group	Session Leader
<p>Equipment</p> <p>Risk: mechanical failure at a dangerous moment leading to fall or collision</p> <p>Hazard: Bike has faults at start of session</p>	All cyclists and others nearby	<p>Check bikes mechanically before every session</p> <p>Leader instructions for how to conduct bike check</p> <p>Keep an eye out for mechanical failures during session</p> <p>Carry appropriate tools.</p> <p>Know shortest route to help.</p>	<p>Session Leader</p> <p>Activity Manager</p> <p>Session Leader</p> <p>Session Leader</p> <p>Session Leader</p>



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Hazard: Bike develops fault during session		Minimum of 2 adults with each group to allow for appropriate supervision in case of mechanical failure or injury	Session Leader
Roads, Traffic and obstacles  Risk: Collision with other traffic (bikes, pedestrians and vehicles)  Hazard: Inexperienced cyclists in group Hazard: other campsite traffic Hazard: natural features (trees, roots fallen branches)	All cyclists and others nearby, particularly young and inexperienced riders	Instruction and training of riders plus careful supervision on the trip itself (Group control, appropriate spacing, appropriate speed, dynamic assessment of group ability before tackling technical sections)  No cycling at night or dusk 5mph speed limit for vehicles Dynamic assessment of weather and trail conditions (slippery surfaces) Particular attention first time on a trail section during a session	Session Leader  Session Leader Session Leader  Session Leader
Dog attack	Group members	Leaders keep an eye out for dogs and slow group if passing	Session Leader
Heat Exhaustion / Hypothermia	Group members	Leaders to take sensible precautions in extreme weather and modify length of session if necessary. Drinks carried if really hot.	Session Leader  Session Leader

DOCUMENT PREPARED BY GAVIN JESSUP – ACTIVITY MANAGER  
 DATE OF ACTIVITY INSTRUCTIONS AND RISK ASSESSMENT 31/12/2018  
 DOCUMENT APPROVED BY BPSC OPERATIONS COMMITTEE  
 SCHEDULED FOR REVIEW ONE YEAR FROM DATE OF ASSESSMENT