



## **Mission Statement**

Bikesafe Rider training is a well-established and respected company. With over 25 years of professional expertise it is dedicated to providing tuition and guidance to the highest possible standard, enabling students to ride safely and fully enjoy the experience of motorcycle riding.

To ensure that this is achieved various points and safe systems of work are stipulated: -

### **Use of Equipment**

All students are given familiarization briefings on the motorcycles they will be using and their controls.

All motorcycles and helmets will meet current approved specifications.

Helmets must display a sticker (affixed by Bikesafe) warning others not to remove helmet from persons head in the event of an accident unless medically qualified to know the dangers involved.

Helmets are cleaned on a regular basis and are sprayed with a sanitizing agent.

If a helmet is reported as faulty, damaged or as reached the end of manufacturers recommended life it will be taken out of circulation and disposed of by Bikesafe management, ensuring no further use by cutting off straps and writing “**do not use**” in permanent marker on it.

Both instructors and student motorcycle riders will wear the company supplied high visibility fluorescent waistcoat or jacket whilst training/riding.

For students not being in possession of appropriate protective jackets and gloves Bikesafe can supply them for the duration of the course.

Dipped headlights will be used both on and off site to maintain visibility to others.

All training must be carried out **ONLY** on Bikesafe motorcycles.

All repairs /servicing to be carried out by approved personnel only. To this end all bikes are given in depth maintenance once a month and weekly checks by a qualified mechanic.

All training staff are given adequate time to carry out normal safety checks on motorcycles before use.

### **General**

The classroom is used for administration purposes, theory training and has a refreshment area with suitable seating.

The space is well ventilated, warm and dry. The exit door is clearly indicated, and fire extinguishers are also clearly visible. The fire extinguishers are all in date and inspected regularly.

All portable electrical equipment is subject to PAT testing by a qualified person and certificates are held.

First aid equipment is held in the office and a qualified First Aider will be on site.

In the event of an accident requiring treatment and no body being available in the Bikesafe office then emergency services will be called if necessary.

The Bikesafe training ground is of an approved DVSA size and layout, enabling the safe practice of manoeuvres before the students are exposed to the public road system. Surfaces within the site are level, in good repair without potholes, humps or grooves that could affect the control of the motorcycle.

If a Bikesafe machine requires recovery due to breakdown whilst out of the training ground, recovery services are available. Instructors will carry mobile phones in order to facilitate the recovery.

Bikesafe has a policy of non-tolerance of violent or threatening behaviour including verbal abuse. Any student guilty of any of this will be excluded from the site. Any member of staff experiencing this type of behaviour will report it immediately to management.

### **Fire**

There is always a remote possibility that a motorcycle could catch fire (electrical faults, fuel spillage or collision) but in the history of Bikesafe this has never occurred. With this mind if a fire does occur then personnel and pupils are told to evacuate the immediate area, raise the alarm and wait for emergency services.

### **Risk Assessment**

In order to comply with the requirements of Health and Safety Law – Reg. 3 Management of Health and Safety at Work Regulations 1999, a risk assessment has been carried out on the processes involved in motorcycle training within this company. It outlines the various hazards that may be encountered, and the necessary actions taken to mitigate them.