

Active Barnsley Covid Secure Bikeability Measures

Introduction

This document outlines the measures put in place by Active Barnsley to safely deliver Bikeability and prevent the spread of Covid-19. It is based upon, and adheres to, the guidelines put forward by The Bikeability Trust in the Bikeability Guide Addendum (from 1st September 2020).

The Departments for Education and Transport have issued the following statement sanctioning Bikeability delivery that conforms with this addendum:

The Department is content that Bikeability training as set out in this addendum to the Bikeability Delivery Guide dated September 2019 takes into account government guidance in relation to COVID-19 until social distancing measures are lifted, and that Bikeability can be delivered in compliance with government social distancing guidelines current at the time of this statement. This includes delivery of both off- road training within the school premises (as long as this complies with schools' own social distancing policies) and on-road training on local roads. This is subject to changes in social distancing measures and implementation of local lockdowns.

Overall Approach

- Instructors and participants will not participate in training if they are displaying Covid-19 symptoms.
- Instructors and participants will follow robust hand and respiratory hygiene practices.
- Instructors will use enhanced cleaning practices of equipment.
- Active Barnsley will actively engage with NHS Test and Trace.
- Instructors will maximise distancing between themselves and participants wherever possible.

System of Controls

Active Barnsley will implement the following system of controls grouped into 'prevention' and 'response to infection' actions;

Prevention

1. Active Barnsley will minimise opportunity for contact between individuals who are unwell by ensuring that those who have Covid-19 symptoms, or who have someone in their household who does, do not attend training (instructor or participant).
2. Instructors and participants will clean hands thoroughly and more often than usual, and will ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach.
3. Instructors will maintain enhanced cleaning of equipment using appropriate products.
4. Instructors will minimise contact with participants and maintain social distance wherever possible.
5. Instructors will wear appropriate personal protective equipment (PPE) if required.

Response to infection

6. Active Barnsley will engage with the NHS Test and Trace process if required.
7. Active Barnsley will help contain any outbreak by following local health protection team advice.

Prevention

Covid-19 is primarily transmitted between people through respiratory droplets and contact with contaminated surfaces, usually those that are frequently touched. Active Barnsley instructors will aim to prevent instances of airborne transmission and fomite transmission by:

- Ensuring appropriate proximity between instructors and riders to reduce risk of airborne transmission.
- Reducing risk of fomite transmission by reducing the use of shared equipment, cleaning shared equipment and ensuring the appropriate cleaning of hands prior to handling bikes and helmets.

1. Active Barnsley will minimise opportunity for contact between individuals who are unwell by ensuring that those who have Covid-19 symptoms, or who have someone in their household who does, do not attend training (instructor or participant).

Instructors will not deliver training if they have Covid-19 symptoms, or have someone in their household who does. Symptoms include:

- A high temperature.
- A new, continuous cough.
- A loss of, or change to, their sense of smell or taste.

Should an individual demonstrate any such symptoms, they will follow NHS and PHE guidance on self-isolation.

- Instructors will not deliver training if they or have someone in their household who has been advised by NHS Test & Trace to self-isolate.
- Prior to training, all instructors and participants will undergo a self-assessment for any Covid-19 symptoms.

Instructors who fall into the category of 'clinically extremely vulnerable individuals', will follow the latest government advice on shielding in order to keep themselves safe.

2. Instructors and participants will clean hands thoroughly and more often than usual, and will ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach.

- Instructors will frequently wash their hands thoroughly for 20 seconds using soap and water or will use alcohol based hand sanitiser. They will always clean their hands on arrival at the school, before and after eating, after sneezing or coughing, and before touching a participants' equipment.
- Instructors will not touch their mouths, eyes and nose, and will use a tissue or elbow to cough or sneeze into.
- Instructors will check that participants have cleaned their hands prior to training sessions.
- Instructors will practice good respiratory hygiene (cough into a tissue or elbow, sanitise hands afterwards, practice safe disposal of tissues, straight into a bag for disposal later), and supervise participants respiratory hygiene during training, carrying tissues for riders to use.

3. Instructors will maintain enhanced cleaning of equipment using appropriate products.

- Instructors will ensure cycles are either not shared between riders (unless of the same household), or thoroughly cleaned before they are moved from one rider to another. Instructors will either wear gloves or use hand sanitiser if making adjustments to, or cleaning

cycles. Gloves must be changed and disposed after each cycle has been adjusted or cleaned unless among members of the same household.

- Instructors will clean the touch points of all borrowed bikes with detergent, or quarantine for at least 72 hours before each use by a new participant.
- Hi-viz vests will be washed thoroughly with detergent before every session and must not be shared by participants during the session.
- Instructors will not provide any other clothing to participants, or allow items to be shared among participants, unless by members of the same household.
- Instructors will have their own sets of equipment so should not share any items.

4. Instructors will minimise contact with participants and maintain social distance wherever possible.

- Instructors will maintain at least two metres distance from each other and riders at all times during training unless an accident, injury or illness occurs, or when other government approved precautions to mitigate the risk of transmission are taken.
- Instructors will not mix pupils from groups if they are in a different class 'bubble'.
- Where possible, Active Barnsley will use the same instructors for each class 'bubble'.
- Instructors and riders will maintain at least two metres distance from pedestrians, during courses and when moving groups from school to the road.
- Instructors will not cycle in participants slipstream.
- Instructors should speak clearly and loudly to ensure all riders can hear what they say while maintaining at least two metres distance from the other instructor, participants and pedestrians.
- Whilst riding, participants must adjust their riding position to maintain at least two metres distance from the instructor, pedestrians and other riders at all times during training.
- Instructors must set ground rules at the start of all sessions to remind participants of the importance of maintaining physical distance of at least two metres from the instructor, other riders and pedestrians unless members of the same bubble. They will stop training if this is not observed.

Helmet Fitting

Instructors will demonstrate fastening their own helmet and advise participants on how to fasten their helmets while maintaining a two metre distance. They must check riders' helmet fastening visually from this distance. Should a participant require assistance, the instructor may make adjustments to the rider's helmet when it is not being worn, using gloves that are only used for that helmet and disposed of immediately or using hand sanitiser.

Cycle Checking

Instructors will have no physical contact with participants and maintain at least two metres distance from them. They should demonstrate checking their own cycle and advise riders on how to check their cycles while maintaining this distance. Participants' cycles should be checked visually from this distance. Should a participant require assistance, the instructor may make adjustments to their cycle providing it is not being held by the rider, using gloves that are only used for that cycle and disposed of immediately or using hand sanitiser.

Injury Treatment

- Injuries will always be treated, as participant wellbeing is utmost. Instructors will put on new gloves or use hand sanitiser before any treatment. After contact with an injured participant,

the instructor should clean their hands thoroughly with soap and water hand or sanitiser at the earliest opportunity.

- Instructors will carry zip lock bags to hold participants' inhalers and EpiPens. This bag must be disposed of safely when the device is returned to the participant.

Shielded and clinically vulnerable children and young people

- Schools must confirm to Active Barnsley if any clinically vulnerable children at higher risk of severe illness from Covid-19 are to be trained before the training commences.
- Instructors may deliver Bikeability if they are clinically vulnerable (but not clinically extremely vulnerable) and therefore at higher risk of severe illness.

Shielded and clinically vulnerable adults

- Schools must confirm to Active Barnsley if any pupil registered for training is living with someone who is extremely clinically vulnerable, that they understand fully the stringent physical distancing requirements and are capable of following those instructions, before training commences.
- Instructors must take special care to ensure physical distancing requirements for these pupils are met.

Bikeability Awards

At the end of Bikeability delivery, Active Barnsley will place the completed award materials in a sealed package for the school to award to participants, advising to keep sealed for at least 72 hours.

5. Instructors will wear appropriate personal protective equipment (PPE) if required.

The use of PPE is not necessary for Bikeability training but may be used if requested:

- Schools must confirm to Active Barnsley before training commences if instructors are required to use any PPE during training.
- Active Barnsley instructors will wear a face mask when arriving at a school reception for the first time, and will ask if they are required to wear the face mask.
- Instructors should travel to venues in their own car, and not share personal transport, unless members of the same household.
- If two instructors are required to travel in the Active Barnsley van, they should wear a face mask at all times, and sanitise hands before entering the vehicle. Touch points within the van should also be cleaned after use. No more than two instructors may use the van at any time.

Response to Infection

6. Active Barnsley will engage with the NHS Test and Trace process if required.

Active Barnsley will keep a record of courses delivered and instructor shift patterns and assist NHS Test and Trace with requests for data if needed, working with schools to support track and trace efforts. Where appropriate:

- Instructors must immediately inform Active Barnsley if they develop symptoms or test positive for Covid-19.

- Schools must inform Active Barnsley if someone at the school tests positive for Covid-19.
- Active Barnsley will inform host schools if a visiting instructor develops symptoms or tests positive for Covid-19.
- Active Barnsley will provide instructor contact details if requested for contact tracing should a member of the school community test positive for Covid-19.
- Schools must confirm to Active Barnsley if anyone at the school has tested positive for Covid-19 before instructors are sent to the school.

7. Active Barnsley will help contain any outbreak by following local health protection team advice.

If an instructor develops symptoms compatible with Covid-19, they will self-isolate for seven days and should arrange to have a test to see if they have coronavirus Covid-19. Their fellow household members must self-isolate for 14 days. Where the instructor tests negative, they may return to the setting and the fellow household members can end their self-isolation.

Where the instructor tests positive, NHS Test and Trace will speak directly to those they have been in contact with to offer advice. This advice may be that those they have been in contact with should be sent home and advised to self-isolate for 14 days.

Active Barnsley will be practicing strict social distancing measures in all areas of the workplace at all times.

Reviewed by all staff 14/08/20

Date of next review 14/12/20