



Alternative Transport Week

The journey to free communities from car dependency

School Tool Kits

Schools are a big part of our communities and the way in which children and their families get to and from their schools have a huge impact on everyone involved with the school as well as the community around the school. Cycling Crocodiles and Walk to School Initiatives are a great and effective way of reducing the impact of vehicular traffic around schools, including safety, pollution and congestion.

If you would like to set up a Cycling Crocodile or a Walk to School programme with your school, here are our hand tips on how to get started.



If you have any questions or if you would like the Alternative Transport Week team to help you get started please do reach out to us.



Cycling Crocodile Tool Kit



Volunteers

To get started you will need some volunteers – ideally both teachers and parents. Start with your PTA to gain some interest. There are lots of avid cyclists out there and parents who will already cycle to work. Identify ride leaders and approved helpers to clarify oversight on the rides.

Route

You will need to identify an appropriate route. Typically this will start from a Parish hall or other communal car park and follow Green lanes, cycle paths or other quiet routes to the school. Volunteers should assess the route in advance and ensure that any inclines are sensibly manageable for younger riders.



Rules

Rules will need to be set out for both volunteers and children participating. Anyone signing up for the Crocodile should sign their agreement to the rules and be reminded of the rules regularly for their safety. We've set out some rules in the toolkit to get you started.

Risk Assessment

As with any event, a risk assessment should be completed. This is arguably the most challenging aspect for a Cycling Crocodile. To help you get started we've included a sample risk assessment in the toolkit.



Insurance

We recommend that you get insurance cover for the crocodile. British Cycling UK helpfully has a package that can be used by schools for club membership and which will provide insurance cover for rides. Costs for membership can be passed on to pupils participating in the crocodile.



Don't forget to set up a WhatsApp or other Social Media account for all volunteers and participants so that any unforeseen weather or other events can be easily communicated.



Cycling Crocodile Tool Kit

Suggested Code of Conduct for Accompanying Adults



Before you ride

- Join the Crocodile membership for you and your child
- Register on the Social Media group for the ride
- Join the ride at the starting point only
- Arrive in advance of the departing time
- You must wear a helmet
- Your bike must have a bell
- Carry out a safety check on your bike and your child's bike

During the ride

- You are responsible for the safety of the child you are accompanying
- Follow the instructions of the crocodile leaders
- Only leaders to attend to mechanical or first aid needs
- Ensure one wheel distance from the wheel in front
- Move at the pace of the slowest rider
- No overtaking

After the ride

- Ensure safe keeping on your child's high vis (fee to pay if its lost)

The Crocodile leaders and the school reserve the right to refuse membership.



Cycling Crocodile Tool Kit

Suggested Code of Conduct for Pupils



Before you ride

- You must wear a helmet and it must be done up
- Your bike must have a bell
- Your bike must be fully operational with two brakes
- You must wear a high vis vest and it must be done up
- Wear suitable clothing for the weather, including trainers and a waterproof jacket

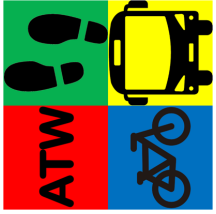
During the ride

- Stay seated on your saddle
- Both feet on the pedals at all times
- No sharp braking or deliberate skidding
- One wheel distance from the wheel in front
- Arms length from both the kerb and from your partner
- Both hands on the handlebars unless indicating
- Move at the pace of the slowest rider
- No overtaking
- Face the front
- Follow the instruction of the crocodile leaders

After the ride

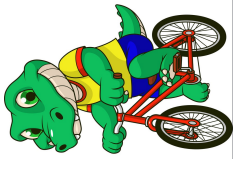
- Park your bike safely in the bike rack
- Keep your high vis in your bag

If you do not follow the Code of Conduct it may mean you are not safe to join the Crocodile. If you need more practice, we might ask an adult to join you for a few rides.



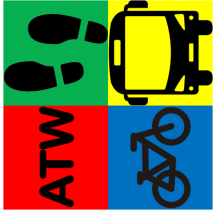
Cycling Crocodile Tool Kit

Risk Assessment



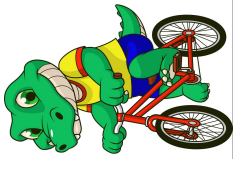
Dates / Times:	[Set out days of the week, beginning and end time of the ride]	[Name]	First Aiders:	[Name(s)]
Approved Leaders:	[Names]	Risk Assessed by:	Registered children:	[List held with school office]
Approved helpers:	[Names]	Approved helpers:		
Agreed route:	Starting point: [Location of starting point] [Set out each road/route followed and turnings/junctions] End point: [School Playground]			
HAZARD What are the hazards that could cause harm?	PERSONS IN DANGER Who might be harmed and how?	EXISTING CONTROL MEASURES What measures are already in place?	ADDITIONAL CONTROL MEASURES Do you need to do anything else to control the risk?	LIKELIHOOD What is the chance of the hazard causing harm?
Fall from cycle	Riders, leaders	Riders and leaders must be wearing a helmet. Helmets of children will be checked before departure. Route chosen carefully with regard to the group, skill level, gradients and terrain.		3
Collision between two or more riders	Riders, leaders	Clear instructions on spacing . No downhill in route. Encourage communication with others in group, verbally and with hand signals.		1
				2
				8 Low
				4 Very Low

This Risk Assessment is an example only and does not replace any risk assessment required for any Cycling Crocodiles or other events. Any organisation or group should perform their own comprehensive risk assessment. Alternative Transport Week Limited accepts no responsibility or liability for any injuries, loss or damages caused by any such Cycling Crocodiles.



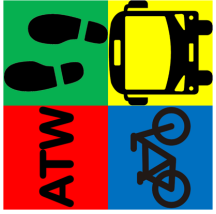
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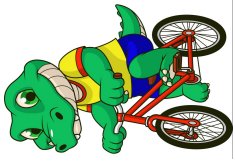
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Traffic accident	Riders, leaders, members of the public	Route carefully selected, all minor roads . Clear instructions on speed, formation, spacing, signals and communication. Group briefed on problems of on-road sections and of dangers presented by others (eg vehicles, pedestrians, animals and other cyclists). Other staff and responsible adults deployed appropriately throughout the group.	do anything else to control the risk?	1	4	4 Very Low
Road Junctions	Riders, leaders, members of the public	Route carefully selected. Group leader to hold the road on turns . Give group clear instructions on speed, formation road positioning, spacing, signals and communication. Brief group on dangers presented by others e.g. vehicles, pedestrians, animals and other cyclists. Deploy other staff and responsible adults appropriately throughout the group. Verbal instructions given before a turning. Leaders know route.		2	2	4 Very Low
Narrow Lanes / Roads	Riders, leaders, members of the public	Give group clear instructions on speed, formation road positioning, spacing, signals and communication. Brief group on dangers presented by others e.g. vehicles, pedestrians, animals and other cyclists.				

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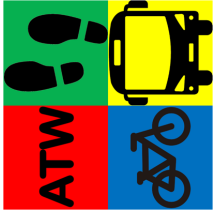
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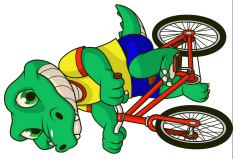
HAZARD What are the hazards that could cause harm?	PERSONS IN DANGER Who might be harmed and how?	EXISTING CONTROL MEASURES What measures are already in place?	ADDITIONAL CONTROL MEASURES Do you need to do anything else to control the risk?	LIKELIHOOD What is the chance of the hazard causing harm?	SEVERITY How severe would the harm be?	RISK RATING (Likelihood x Severity – see risk rating tool)
Mechanical breakdown	Riders, leaders	Bikes maintained adequately for intended ride. Basic checks carried out prior to the ride – including breaks and basic functionality. Leader to carry spares and tools. Leader and child to walk route in case of concern regarding the mechanics of a bike.				
Medical emergency	Riders, leaders	Medical disclosure forms collated and reviewed before the ride, info held at school. First aiders present. Emergency procedures in place. Voluntary staff made aware of emergency procedures. Emergency contact details kept at school.				
Adverse weather conditions	Riders, leaders	Current forecast checked, advice given on appropriate gear and clothing, check gear immediately prior to ride. Ride will be cancelled in the event of adverse weather forecast.				
Navigational error	Riders, leaders	Leaders will turn around group to rejoin the selected route in this event.				

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Risk Assessment



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Group separation/ missing group member(s)	Riders	Clear instructions to adult helpers/leaders: supervision of both head and tail of group. Each helper given allocated children. Leaders to remain in contact regularly.				
Assessor's Name and Signature:					Date:	[Date]
Head Teacher's Name and Signature					Valid until:	[Date]

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Walk to School Tool Kit



Walk to School groups can work best where parents are making two journeys, one to drop of children at school and then travelling to their place or work. Rather than clogging up school areas, those parents can be encouraged to drop their children at a central place in a commercial district so that the group can walk collectively the rest of the way to school.



Volunteers

Whilst some adult volunteers are essential for this initiative, it is also worth engaging responsible older students to help guide the younger students. Particularly where those older students already walk to school.

Location

A convenient meeting point should be clearly established, safely away from busy roads and ideally near built up commercial premises or parking structures. This is to allow the most convenience for those parents already travelling to their work place.



Don't forget to set up a WhatsApp or other Social Media account for all volunteers and participants so that any unforeseen weather or other events can be easily communicated.