

REPORT TO:		Cabinet	
DATE:		17 July 2019	
PORTFOLIO:		Councillor Jenny Molineux – Health and Communities	
REPORT AUTHOR:		Joanne Wolfendale, HR Manager	
TITLE OF REPORT:		Workplace Cycle Pool Scheme	
EXEMPT REPORT (Local Government Act 1972, Schedule 12A)	No	Not applicable	
KEY DECISION:	No	If yes, date of publication:	

1. **Purpose of Report**

1.1 To seek approval for the implementation of a workplace cycle pool scheme.

2. **Recommendations**

2.1 That the implementation of a workplace cycle pool scheme as outlined in Appendix 1 is approved.

2.2 That the cycle storage located at the Markets be relocated to Scaitcliffe House to provide secure cycle storage.

3. **Reasons for Recommendations and Background**

3.1 The Access Fund Team at Lancashire County Council offers grants to businesses of up to a maximum of £5,000 which can fund schemes such as cycle parking/storage and/or promotion, walking or cycling promotion and awareness campaigns.

3.2 An application was submitted for the grant during 2018 for 4 cycles, 2 standard cycles and 2 electric cycles. The grant was approved and we received £2745 in order to purchase the cycles and equipment from a local retailer.

3.3 The aim of the cycle pool is to encourage employees to use cycles for business use as an alternative to using their vehicles and also potentially to exercise at lunchtimes to improve health and wellbeing. The benefits of this scheme would be that some journeys can be made more quickly with no need to locate parking, there are health benefits from the physical activity of cycling including reducing the risk of strokes, diabetes and stress which ultimately improves the health of the workforce and leads to fewer absences. There would also be financial savings due to a reduction in car mileage expenses. Cycling is more environmentally friendly, reducing greenhouse gas emissions, contributing to improvements in air quality and reducing congestion. It also leads by example to our residents and businesses showing that the Council is committed to reducing harmful emissions and making greener travel choices.

4 **Consultation**

- 4.1 As recommended by CMT, a drop in information session was held in November for any staff interested in the scheme.
- 4.2 A survey was sent to staff who regularly use a vehicle for work purposes to gather views on the use of cycles for work activities.
- 4.3 Of the 10 staff who responded. 6 believe that some or a few work related trips could be made by cycle. All believed that the cycle pool is a good idea with 6 stating they would be willing to use a work cycle. Factors that would discourage staff are poor weather conditions, fitness levels and the need to carry work equipment. From those who responded to the question on where they would prefer the cycles to be stored, the majority stated at Scaitcliffe House which is to be expected as the majority are based at Scaitcliffe.
- 4.4 We asked for the views of staff who regularly cycle to and from work about where and how they would like cycles to be stored. The 3 regular cyclists all indicated that they would prefer a secure covered or closed enclosure away from public or passing pedestrians in an area covered by CCTV, the area near the staff car park was the preferred choice of all 3.

5. **Cycle Storage**

- 5.1 At present, there is no secure cycle storage at Scaitcliffe House. The current cycle storage located at the Markets will be removed due to being identified as a potential terrorist threat. Rather than purchasing new storage, these cycle shelters can be relocated. There will be minimal cost to removing and securing the shelters on site at Scaitcliffe House. There will be an additional cost to fitting an external power point for the electric cycles and connecting this to the existing AVC unit (estimated at £300).

6. **Cycle Pool Scheme**

- 6.1 Scheme guidelines have been drawn up and these are attached in Appendix 1.

7. **Cycle Maintenance**

- 7.1 The cycles will be classed as fleet vehicles and be maintained 6 monthly by CVMU.

8. **Insurance**

- 8.1 The insurance company has been notified and confirmed that employees using cycles would be covered the same as any other business use under public and employee liability insurance.
- 8.2 Insurers stated that if an employee using their own cycle has an accident where there is an injury or damage to a third party then HBC could be vicariously liable. There would be a duty to carry out the appropriate risk assessments and cycle maintenance on individuals own cycles. Therefore, it should be recommended that staff using their own cycles for commuting/personal use or on Council business ensure they have adequate insurance of their own or alternatively, use the Council's cycles.

9. **Training**

- 9.1 The Govelo bikeability scheme works with LCC, and they have agreed to provide cycle training outside the building (Waterside Offices) in addition to cycle maintenance classes at no cost.
- 9.2 The scheme will ask those that are using the cycles for business use to undergo cycle training prior to using the cycles. Those who wish to use the cycles for recreational/wellbeing use for example, during lunch times, will be asked to sign a self-declaration form.

10. **Risk Assessments**

Risk Assessments have been undertaken and are attached in Appendix 3.

11. **Alternative Options considered and Reasons for Rejection**

- 11.1 As detailed above.

12. **Consultations**

- 12.1 Staff have been consulted (see S4 of report) and an article placed in Hyndsight.

13. **Implications**

Financial implications (including any future financial commitments for the Council)	The cycles themselves are fully funded and covered by the Council's insurance. There will be a cost to relocating the cycle storage and fitting an external power point (outlined in
Legal and human rights implications	N/A
Assessment of risk	Risk assessment will be kept up to date and employees required to attend training or sign a self-declaration, depending on their use.
Equality and diversity implications <i>A Customer First Analysis should be completed in relation to policy decisions and should be attached as an appendix to the report.</i>	N/A

14. **Local Government (Access to Information) Act 1985:**
List of Background Papers N/A

Workplace Bicycle Pool Scheme – Guidelines

1. Background

In recognition of the health and environmental benefits of cycling, the Council is committed to promoting the use of bicycles for short journeys on Council business, cycling to work, and cycling for pleasure.

These guidelines provide rules on the use of the pool bicycles. Failure to agree to or follow these rules may result in you being barred from using the pool bicycles.

Before using the pool bicycles, you must read and understand:

- **the sections of the highways code relevant to cyclists:**
<https://www.gov.uk/guidance/the-highway-code/rules-for-cyclists-59-to-82>; and
- **these cycling guidelines; and**
- **sign a declaration that you have done so.**

2. Your safety

The Council considers the safety of its employees to be of primary importance and you must also take responsibility for your personal safety.

It is a condition of using the pool bicycles that, when cycling on Council business, you always:

- Wear a helmet (your own).
- Use front and rear bicycle lights whenever light or visibility is poor.
- Wear reflective clothing (the Council will provide this).
- Wear suitable clothing and secure any loose clothing.
- Consult your GP first if you have any medical problems which may be affected by cycling.
- If you need to take equipment, carry it securely in the panniers provided.
- Notify your manager or colleagues on the route you are taking and the expected return time.
- Ensure you have emergency telephone numbers with you in case these are needed.
- If you are involved in an accident, you must follow the normal Council process and record it on the accident form available from the K-Drive. Report to a First Aider if appropriate.

Before starting your journey plan your route carefully and consider using quieter roads, bridleways and parks (if cycling is permitted). Let's Bicycle Hyndburn provides a list of bicycle routes within the Borough (<https://www.visitlancashire.com/dbimngs/HyndburnBicycleMap.pdf>). Bear in mind the following:

- Road type – cyclists may wish to use routes which are more lightly trafficked and where vehicle speeds may be less.
- Your aptitude as a cyclist.

- Availability of signed bicycle routes.
- Take precautions when cycling remote routes, or after dark.
- It is illegal to bicycle on the pavement unless signage specifies otherwise.
- Non-compliance with Highway legislation resulting in a fine will be payable by the cyclist not the Council.

The Council holds public liability insurance which will provide cover for individuals whilst acting on behalf of the Council on work related trips.

You are encouraged to take advantage of training available through Go Velo bicycle training run in conjunction with Lancashire County Council.

3. Pool bicycle security

The pool bicycles will be secured and housed at Scaitcliffe House when not in use.

You must:

- securely lock the bicycle when not in use.
- after using it, secure the bicycle in the bicycle storage and return keys to HR at Scaitcliffe House
- immediately report any loss of or faults in the bicycle and safety equipment.

The Council will provide insurance in respect of the theft of the bicycle providing there is evidence of the loss by forcible or violent means. It will therefore be necessary for staff to take adequate security measures, for the insurance to be effective e.g. secured by the locks provided to a fixed object when not in use away from the building.

4. Pool bicycle maintenance and checks

Before use you must carry out a bicycle check as detailed in the pre bicycle checklist.

The pool bicycles provided by the Council will be maintained by a qualified bicycle mechanic in CVMU at least every 6 months.

You must report any damage that occurs to HR.

5. Using your own bicycle

If you use your own bicycles for commuting/personal use or on Council business, you should ensure that you have adequate insurance of your own. This is usually provided under a household insurance policy which should be extended to cover private and business cycling. Alternatively a specific pedal bicycle policy can be obtained through many insurance companies or bicycle organisations.

6. Management of the bicycle pool

The bicycle pool will be coordinated by HR.

Employees can book the bicycle through the calendar on outlook. This can be in slots of morning, lunchtime or afternoon sessions.



All users must sign a copy of this agreement before pool bicycle use.

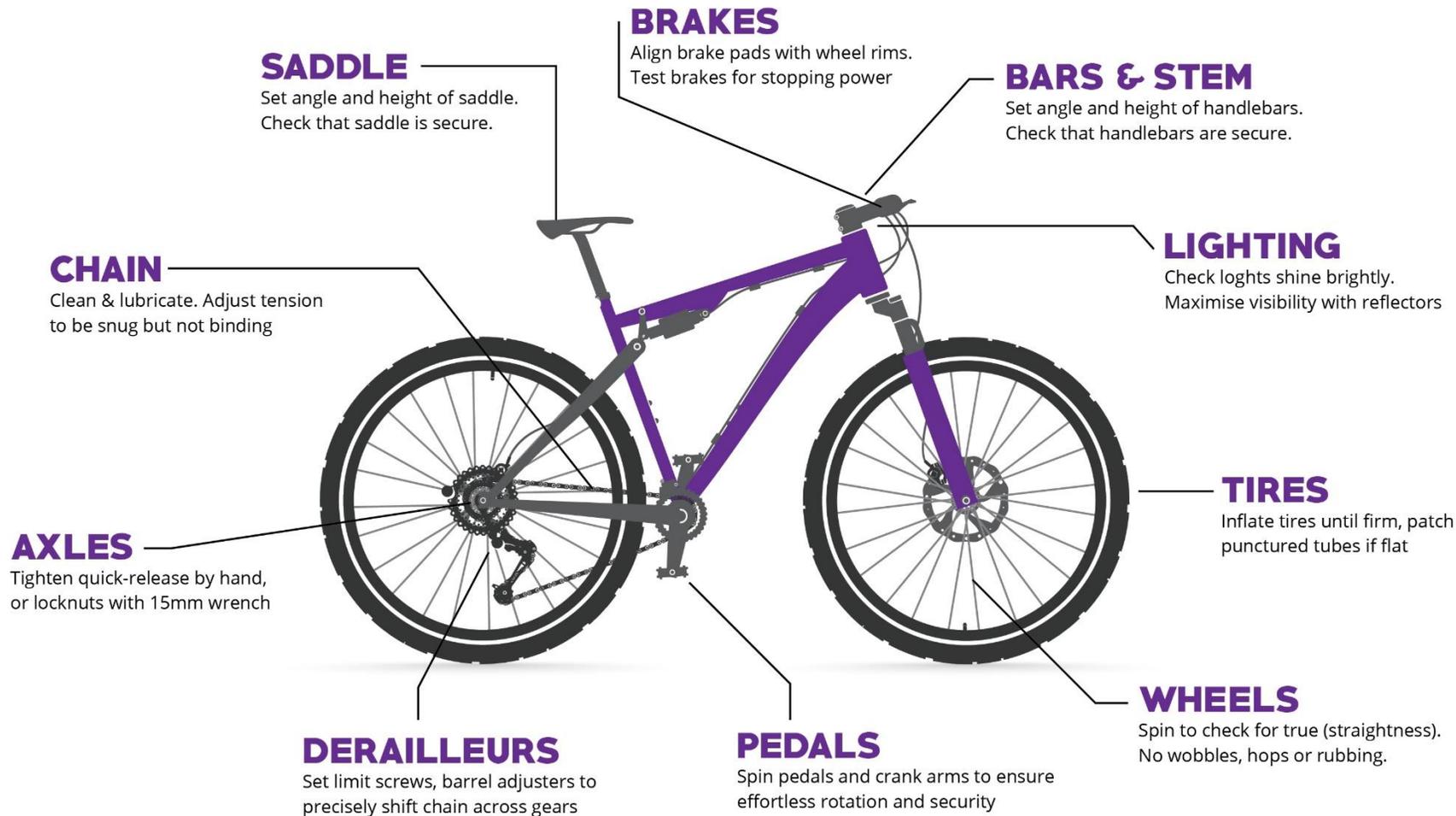
1. I accept responsibility for the bicycle and accessories, all of which must be returned in the same condition at the end of use as received at the start, normal wear and tear excepted.
2. I understand that cycling is not risk free but with careful use of the equipment, injury to riders and third parties can be avoided.
3. I understand that the bicycle and accessories are provided for personal transport use only and are not to be used for any other purpose, including but not limited to racing, mountain biking, stunt or trick riding, or carrying other passengers.
4. I agree to take care when using bicycles.
5. I have both the physical fitness and the reasonable competence to ride a bicycle.
6. I will wear a cycling helmet when using the bicycles in addition to hi-visual aids such as a vest, armband or ankle straps so I can be clearly seen.
7. Whilst using the public highway, I will observe the Highway Code.
8. If cycling off road, I will keep to public rights-of-way where cycling is permitted and exercise due care to all other users.
9. I agree to use any bicycle I borrow in compliance with all relevant laws and to take proper care and precautions to avoid damage to the bicycle and damage or injury to any other person or property.
10. I agree not to leave any bicycle unattended unless it is first secured to a fixed object using the bicycle padlock provided through the frame and where possible also the front wheel.
11. I will report any crime where a bicycle is involved to HR as soon as possible and to the Police. Hyndburn Borough Council will require a crime reference number.

For personal use only

12. No responsibility will be accepted by Hyndburn Borough Council for loss, damage, or injury to the hirer, fellow riders, or a third party and/or their third party property, occurring during the usage period.

Borrower's name:		Date:	
Signature of borrower:			

PRE RIDE BICYCLE CHECKLIST



Risk Assessment Details: Use of Pool Cycles

Probability X Severity = Total = Risk Rating

	Hazard	Existing Control Measures	Prob	Sev	Total	Risk	Action Required
1	PPE	<ul style="list-style-type: none"> • Officer to wear suitable outdoor clothes to match the weather conditions. • Suitable footwear must be worn. • Helmet, & Hi-Viz aids (eg, hi-vis vests, arm bands, , ankle strips) to be worn when cycling 	2	2	4	Low	
2	Equipment Failure	<ul style="list-style-type: none"> • The bicycle to have a visual check, before every ride to make sure the wheels, chain, gears, brakes+ cables are in good condition (check list to be provided). • Any defects to be reported to HR or your line manager and taken to C.V.M.U for repair. • Riders to take responsibility for own helmets. Visual checks to be made to ensure that there are no cracks, splits and that the straps are not frayed. • C.V.M.U cycle fleet maintenance and inspect the bicycle every 6 months • Enquire about cycle maintenance training. 	2	2	4	Low	
3	Weather Conditions	<ul style="list-style-type: none"> • Officer to assess the conditions before choosing to cycle. • Officer to wear suitable outdoor clothes to match the weather conditions. • Front & rear lights to be used if cycling in dark or low light conditions 	2	1	3	Low	

4	Surface Conditions	<ul style="list-style-type: none"> • Officer to inspect the condition of the wheels/tread so that they are suitable for the surface to be cycled on. • Be aware of debris on the surface to be cycled on ie tree branches, bricks or stones, glass. • Officer not to cycle when icy or in freezing or snowy conditions 	1	1	2	Low	
5	Working in isolation	<ul style="list-style-type: none"> • All employees using cycles should carry with them a mobile phone and have contact numbers for manager/hr and emergency services. • Estimated time of return must be recorded on office board or reported to manager • Ensure that you have told line manager the proposed route before setting off. 	3	1	4	Low	
7	Cycling	<ul style="list-style-type: none"> • Employees must be fit and able to cycle and fully aware of the highway code. • Employees using the cycles for business use must have achieved cycle proficiency standard or must attend a cycle proficiency course. • Be aware of other users on the paths and show consideration when passing by. The use of a bell to alert other users of your presence. (pedestrians, cyclists dogs & horses) • Cycle at a suitable speed that takes into count the weather & surface conditions and also other users. 	1	1	2	Low	
		<ul style="list-style-type: none"> • All employees must have access to a mobile 	2	2	4	Low	

8	Falls from bicycle	<p>phone and have contact numbers for manager/HR and emergency services.</p> <ul style="list-style-type: none"> • All accidents/ Incidents to be reported. 					
10	Security/ Theft	<ul style="list-style-type: none"> • User to ensure the cycle is securely locked in the cycle storage lockers. • Cycle not to be left unattended, without chaining to suitable and secure location. • Cycle lock to be provided and used. 	1	1	2	Low	