

BOLTON SCHOOL
STANDARD OPERATING PROCEDURE

Activity	MOUNTAIN BIKING
Introduction	This document aims to highlight the basic guidelines which need to be adhered to when running a Mountain Biking trip or session in the UK or overseas. Weather conditions, participants and the environment are all key factors to consider and an on-going risk assessment needs to be taken on the day.
Instructor minimum competency	Instructor: Level 1 trail leader or above Non-technical terrain, forest tracks Canal tow paths etc.) British Cycling Mountain Bike Leader Level 2 (technical terrain) Assistant instructor: Experienced mountain biker or statement of competence
Normal ratios	1:8
Suggested safety equipment (instructors)	<ul style="list-style-type: none"> • Bike • Helmet: firm fit, comes well down over the forehead • Protective glasses • Suitable foot wear • Clothing appropriate for the expected conditions and weather • Spare inner tube, basic repair kit • Food, if it's a long journey • First Aid Kit • Kisu (if remote or poor weather expected) • Survival bag • Repair kit/tool (and skills to use it) • Whistle (per instructor) • Spare clothing • Spare food • Duct tape • Mobile Phone (with coverage)
Suggested safety equipment (participants)	<ul style="list-style-type: none"> • Bike • Helmet: firm fit, comes well down over the forehead • Protective glasses • Suitable foot wear • Clothing appropriate for the expected conditions and weather • Spare inner tube, basic repair kit • Food, if it's a long journey
Suggested pre activity briefing	<p>A discussion between the Instructors, Assistant Instructors and Trip Leader must occur for the cycling group. This should include equipment being carried by riders, group communications and signals, hazards of note and anything else appropriate.</p> <p>All members of the party must hear this regardless of whether they have mountain biked before.</p> <p>The briefing must include:</p> <ul style="list-style-type: none"> • Medical issues • M Checks • Expected hazards on the trail/route • Signals in use.

	<ul style="list-style-type: none"> • Correct wearing of gear and proper use of this gear (this will be checked before setting off). • Always listen to instructors and directly obey instructions promptly. • Use of gears and brakes (practice somewhere suitable) • Front and rear wheel lift <p>Do not set off without instructor and always be within earshot</p>
<p>General safety procedures</p>	<p>The Trip Leader must ensure that the following tasks are completed.</p> <ul style="list-style-type: none"> • Seek information from guidebooks, maps and online blogs as well as other mountain bikers/cyclists/previous knowledge about chosen route • Know the escape routes in case anyone has to abandon the route. • Know the access routes on and off the intended trail/route • Obtain the weather forecast. • Know the area where the ride is taking place and ensure its suitability for the group • Complete a pre-ride risk assessment (dynamic or if necessary written) <p>It is the Trip Leader's responsibility to ensure that the trip is planned and implemented to ensure that there is sufficient daylight hours to cope with the unexpected. For example: consideration should be made for the season, collection of gear, late arrivals, food stops, unfamiliar trails, briefings, group size, coaching, experience of riders, mechanical faults, hypothermia or accidents.</p> <p>The Trip Leader will assess the skills of participants to ensure that:</p> <ul style="list-style-type: none"> • All people in the trip are capable of their roles. • There are sufficient Instructors and Assistant Instructors for the number of trip participants. A ratio of 1:8 must not be exceeded. • All members of the trip have a skill level sufficient to cope with the conditions likely to be encountered. Factors to be considered include; proven skill level, recent riding experience and familiarity with the particular trail./road • The Trip Leader and/or Organiser may exclude a member from a trip if it is likely that that particular member would put the group at an undue level of risk. <p>Instructors will decide who will go at the front and at the back throughout the day, this may change according to conditions and group dynamics</p>
<p>End of session</p>	<ul style="list-style-type: none"> • Clean kit and return to store • Report and damaged kit • Report any accidents