

Before using a bicycle staff must complete the sign out form and sign to show that they have read this document, including the declaration at the end.

General Issues

- City Council Pool Bicycles are only to be used by Council staff.
- The bicycles are provided for business use, however they are also available for leisure/personal journeys. Personal use should be limited to one consecutive overnight / weekend loan at a time.
- Staff should be fit to ride a bicycle. Any employee with concerns over their health should seek advice from their GP before using the pool bicycles.
- Any employee who experiences chest pains and / or breathing difficulties whilst using a pool bicycle should stop and seek medical advice immediately.
- Staff with route queries or who would like training should contact the CDT Team on x 2392 / 2629 or at celebratingcycling@lancaster.gov.uk
- Information on parking, training and all things cycling can be found at www.celebratingcycling.org. There is a specific page for LCC staff at the above address (choose Work, School & Play – Cycling to Work – Cycle Friendly Employers – Lancaster City Council).
- Cycle Mileage will be payable for business journeys.

Insurance

- Sums that Lancaster City Council become legally liable to pay as a result of an employee using their own or a pool bicycle during the course of their work should be covered by the Authority's Liability Policy. This would include the Council's liability to employees using bicycles on council business and the liability of employees whilst cycling on official duties. Any cover provided by the Authority would not be operative whilst employees are traveling to and from their normal place of work, or on personal journeys.
- It is conceivable, however, that the acts of an employee using a cycle on council business may be considered personal and not involve the Authority. In such circumstances, the employee would be personally liable for any damages created and it is, therefore strongly recommended that employees take out their own liability cover.
- Specific pedal cycle policies are available. Employees should check the position with their insurers. Cycle insurance is also available by joining a variety of cycling bodies including: the CTC (Cyclists' Touring Club) or British Cycling (for racing cyclists).
- The bikes are insured by Lancaster City Council accidental damage and theft. In spite of this, the cycles should never be left unattended unless secured to a suitable stand.

Health and Safety Issues

Riding

All employees should:

- Ride assertively - claim your road space! Ride in a way that demands others give due recognition to your right to use the public road - this means don't ride too close to the kerb
- Obey traffic signs and traffic light signals at all times

- Be familiar with the Highway Code at www.highwaycode.gov.uk/cyclists.htm
- Consider their personal safety when cycling
- Use front and rear lights whenever light or visibility is poor. Employees should check that both lights are working before setting off (spare batteries are available from the CDT Team).
- Ensure that you clearly indicate your intentions to other road users and avoid putting yourself into a position where a mistake by others might put you at risk.
- Position yourself so as to maximise your chances of being seen by other vehicle drivers.
- Make eye contact with drivers (eg if they are waiting to pull cross your path) - helps to ensure that they register your presence.
- Watch out for parked cars, gutters, pedestrians and large vehicles

Equipment

- You should ensure that you wear appropriate clothing for cycling eg high visibility clothing (a set of High Visibility vests are available for staff to take from the compound on the Wash or call x2392/2086).
- Ensure that your clothing is not trailing and do not carry bags on the handlebars.
- Panniers may also be available (for those bikes with a suitable luggage rack).
- We advise that you wear a helmet (these are available in the compound with the bikes)

Maintenance

- Users should ensure that any defects and concerns (or theft of the bicycle) are reported immediately to the CDT Team via celebratingcycling@lancaster.gov.uk or on x 2392 / 2086.
- Cycles will be subjected to regular checks by a qualified bicycle mechanic. Users should carry out a basic maintenance check before using the bicycle – see below.

Check that:

- there are no loose parts (carrier, handlebars, mudguards etc)
- the tyres are in good condition and at the correct pressure
- the brakes are working
- the frame and forks are not worn or damaged
- the chain is well lubricated and at the correct tension
- the saddle is secure and at the correct height (*you should be able to reach the ground when seated in the saddle*)
- front and rear lights are clean and working correctly
- panniers - if fitted - are secure in place and not interfering with cables or the rear wheel

Staff Declaration

By completing the sign out form I confirm that:

I have read and understood the Pool Bicycle Guidance Notes.

I am fit and able to ride a bicycle competently

I will report any concerns or defects to the CDT Team as soon as possible