**Bikeability delivery guides addendum, from 28th December until further notice**

This addendum accompanies the original (unamended) *Bikeability Delivery Guide* and *Bikeability Plus Delivery Guide* published in September 2019. Funding rates, course timings and ratios remain unchanged. It replaces all Covid-19 guidance previously issued by the Bikeability Trust. At present, all core Bikeability and Plus modules may be delivered.

It is a condition of Department for Transport **Bikeability grant funding** that ‘all Bikeability training delivered must … conform with the *Bikeability Delivery Guide* and *Bikeability Plus Delivery Guide’* to which this addendum refers. **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 all 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.*

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| **Government Covid-19 guidance with relevance for Bikeability delivery** |
| This Bikeability delivery guides addendum is based upon the following government Covid-19 guidance:  <https://www.gov.uk/guidance/covid-19-coronavirus-restrictions-what-you-can-and-cannot-do>  <https://www.gov.uk/government/collections/guidance-for-schools-coronavirus-covid-19>  <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak>  <https://www.gov.uk/coronavirus>  [COVID-19: guidance for households with possible coronavirus infection - GOV.UK (www.gov.uk)](https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance)   |  | | --- | | **Overall approach to training delivery** |   The overall approach adopted by this addendum to the Bikeability delivery guides is as follows:   1. **Instructors must follow local school control measures.** 2. **Instructors should undergo** [**asymptomatic testing**](https://www.nhs.uk/conditions/coronavirus-covid-19/testing/get-tested-for-coronavirus/) **twice a week and isolate if positive.** 3. **Instructors should test when symptomatic.** 4. **Instructors must** [**isolate**](https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-and-treatment/when-to-self-isolate-and-what-to-do/) **when positive or when contacted by NHS Test and Trace.** 5. **Instructors should minimise risk of transmission by adhering to current government rules on mixing with others and the wearing of face coverings.** 6. **Instructors should minimise contact with participants wherever possible.** 7. **Instructors and participants must follow respiratory hygiene practices and clean hands thoroughly and often.** 8. **Instructors must clean equipment before it is shared between riders.** |
| **Instructors must follow local school control measures.** |
| Where control measures are more stringent due to regional variation in guidance or school policy, training providers and instructors must comply with these.  Prior to training taking place, training providers must make every effort to understand where local school policy may be more stringent than government guidance and communicate expectations to instructors.  Latest operational guidance for schools may be found here: [Schools COVID-19 operational guidance (publishing.service.gov.uk)](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1040827/Schools_COVID-19_operational_guidance.pdf) |
| **Instructors should undergo** [**asymptomatic testing**](https://www.nhs.uk/conditions/coronavirus-covid-19/testing/get-tested-for-coronavirus/) **twice a week and isolate if positive.** |
| Rapid lateral flow testing is now available free to anybody without symptoms. Tests are available from pharmacies, testing sites, employers, schools, colleges and universities. [Find out more about how to get rapid lateral flow tests](https://www.nhs.uk/conditions/coronavirus-covid-19/testing/regular-rapid-coronavirus-tests-if-you-do-not-have-symptoms/).  If the result is positive, you must follow current guidance on self-isolating:   * [stay at home guidance for people with suspected or confirmed COVID-19](https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection) * [stay at home guidance for non-household contacts of people with confirmed COVID-19](https://www.gov.uk/government/publications/guidance-for-contacts-of-people-with-possible-or-confirmed-coronavirus-covid-19-infection-who-do-not-live-with-the-person/guidance-for-contacts-of-people-with-possible-or-confirmed-coronavirus-covid-19-infection-who-do-not-live-with-the-person)   This will help reduce the risk of spreading COVID-19 to other members of your household and community. In both cases you must isolate at all times and not have contact with other people. There are only very limited circumstances when you do not have to do this, such as seeking medical assistance. If you do leave your home during your period of self-isolation for a permitted reason, you should maintain social distancing, keep 2 metres apart from other people, and wear a face covering where possible. |
| **Instructors should test when symptomatic.** |
| **Instructors** **must not** deliver training if they have Covid-19 symptoms  If you develop [COVID-19 symptoms](https://www.nhs.uk/conditions/coronavirus-covid-19/symptoms/), and follow government [guidance on self-isolation](https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection). This includes self-isolating immediately and [get a PCR test](https://www.gov.uk/get-coronavirus-test), even if your symptoms are mild. This is because many people experience mild symptoms from COVID-19, but may still pass on the virus to others.  The most important symptoms of COVID-19 are recent onset of any of the following:   * a new continuous cough * a high temperature * a loss of, or change in, your normal sense of taste or smell   You should self-isolate at home while you [get a PCR test](https://www.gov.uk/get-coronavirus-test) and wait for the results. If positive you should isolate for 10 days, returning to your normal routine if your symptoms have gone.  You may be able to end your self-isolation period before the end of the 10 full days. You can take an LFD test from 6 days after the day your symptoms started (or the day your test was taken if you did not have symptoms), and another LFD test on the following day. The second LFD test should be taken at least 24 hours later. If both these test results are negative, and you do not have a high temperature, you may end your self-isolation after the second negative test result.  Full guidance on self-isolation is available [here](https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection). |
| **Instructors must** [**isolate**](https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-and-treatment/when-to-self-isolate-and-what-to-do/) **when positive or when contacted by NHS Test and Trace.** |
| Anyone with COVID-19 symptoms or a positive test result should [stay at home](https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection) and self-isolate immediately. If you have symptoms of COVID-19, you should arrange to [take a PCR test](https://www.gov.uk/get-coronavirus-test) as soon as possible, even if you’ve had one or more doses of a COVID-19 vaccine. See guidance above for more information.  In addition, the NHS Test and Trace service will help to manage the risk of the virus re-emerging as restrictions on everyday life are eased, as far as it is deemed safe to do so.  Instructors must engage with Test and Trace service, and follow guidance issued regarding [contacts of people with confirmed coronavirus.](https://www.gov.uk/government/publications/guidance-for-contacts-of-people-with-possible-or-confirmed-coronavirus-covid-19-infection-who-do-not-live-with-the-person/guidance-for-contacts-of-people-with-possible-or-confirmed-coronavirus-covid-19-infection-who-do-not-live-with-the-person)  You must also self-isolate if you are told to do so by NHS Test and Trace:   * [find out what to do if you're told to self-isolate by NHS Test and Trace or the NHS COVID-19 app](https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-and-treatment/if-youre-told-to-self-isolate-by-nhs-test-and-trace-or-the-covid-19-app/) * [what you should do if you live in the same household as someone who has tested positive](https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection) * [what you should do if you’ve come into contact with someone outside your household who has tested positive](https://www.gov.uk/government/publications/guidance-for-contacts-of-people-with-possible-or-confirmed-coronavirus-covid-19-infection-who-do-not-live-with-the-person/guidance-for-contacts-of-people-with-possible-or-confirmed-coronavirus-covid-19-infection-who-do-not-live-with-the-person)   More information on NHS Test and Trace for workplaces can be found here: <https://www.gov.uk/guidance/nhs-test-and-trace-workplace-guidance>. |
| **Instructors should minimise risk of transmission by adhering to current government rules on mixing with others and the wearing of face coverings.** |
| Face coverings help protect the wearer and others against the spread of infection because they cover the nose and mouth, which are the main confirmed sources of transmission of COVID-19.  [Face coverings: when to wear one, exemptions, and how to make your own - GOV.UK (www.gov.uk)](https://www.gov.uk/government/publications/face-coverings-when-to-wear-one-and-how-to-make-your-own/face-coverings-when-to-wear-one-and-how-to-make-your-own)  In schools it is recommended that face coverings should be worn by staff and adults (including visitors) when moving around in corridors and communal areas. Face coverings do not need to be worn when outdoors.  The Department for Education has published guidance on [Safe Working in Education, Childcare and Children’s Social Care Settings, including the use of Personal Protective Equipment](https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe#how-to-work-safely-in-specific-situations-including-where-ppe-may-be-required) which may be helpful for  providers to refer to in order to understand when to use PPE.  With regard to mixing and proximity, you do not need to stay 2 metres apart from people you do not live with. There are also no limits on the number of people you can meet.  However, in order to minimise risk at a time of high prevalence, you should limit the close contact you have with those you do not usually live with, this includes minimising the number, proximity and duration of social contacts.  This is a personal choice which can help reduce your risk of catching or spreading COVID-19. It is important to consider that others may wish to continue to take a more cautious approach. |
| **Instructors should minimise contact with participants wherever possible.** |
| The risk of catching or passing on COVID-19 can be higher in certain places and when doing certain activities. Cycle training outdoors is a low risk activity. COVID-19 is spread by airborne transmission, close contact via droplets, and via surfaces. Airborne transmission is a very significant way that the virus circulates. It is possible to be infected by someone you don’t have close contact with, especially if you’re in a crowded and/or poorly ventilated space.  **During training:**  When teaching or moving groups, instructors should minimise proximity to people they do not live with, unless an accident, injury or illness occurs.  **Helmet fitting:**  **Instructors should** minimise contact with riders. They should demonstrate fastening their own helmet and advise riders on how to fasten their helmet. An instructor may make adjustments to the rider's helmet using gloves or hand sanitiser.  **Cycle checking:**  Instructors should have no physical contact with riders. They should demonstrate checking their own cycle and advise riders on how to check their cycles while maintaining this distance. Should a rider require assistance, the instructor may make adjustments to a riders cycle, using gloves or hand sanitiser. These transmission risk mitigation precautions must also be followed when an instructor carries out a pre-training cycle check and riders are not present.  **Injury treatment:**  Injuries should still be treated, as participant wellbeing is utmost. Instructors should participate in rigorous cleaning, personal hygiene and regular hand hygiene if treating injuries.  After contact with an injured participant, the instructor should clean their hands thoroughly with soap and water or alcohol hand sanitiser at the earliest opportunity. This advice is applicable to all situations, regardless of whether there was close contact or the minimum social distancing was maintained. Instructors should avoid touching their mouth, eyes and nose. See [further information](https://www.gov.uk/government/publications/novel-coronavirus-2019-ncov-interim-guidance-for-first-responders/interim-guidance-for-first-responders-and-others-in-close-contact-with-symptomatic-people-with-potential-2019-ncov) for those who may need to act as a ‘first responder’ role.  Bikeability providers should consult [advice set out by the Health and Safety Executive](https://www.hse.gov.uk/news/coronavirus.htm) on coronavirus (COVID-19), including: <https://www.hse.gov.uk/coronavirus/first-aid-and-medicals/first-aid-certificate-coronavirus.htm>  **Communicating with parents:**  Bikeability training providers should consider the following steps:   * use technology to communicate with parents and schools where possible to minimise paper communication. * Use Bikeability to encourage cycling to school. Please see the [Coronavirus (COVID-19): safer travel guidance for passengers](https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers). |
| **Instructors and participants must follow respiratory hygiene practices and clean hands thoroughly and often.** |
| Instructors and participants should clean hands thoroughly and often. Instructors must frequently wash their hands (or use alcohol based hand cleaner or sanitiser), cleaning their hands on arrival at the school, before and after eating, after sneezing and coughing, not touch their mouths, eyes and nose, use a tissue or elbow to cough or sneeze into and use bins for tissue waste.  Instructors should wash hands thoroughly for 20 seconds with running water and soap and dry them thoroughly or use alcohol hand rub or sanitiser ensuring that all parts of the hands are covered.  Instructors must practice good respiratory hygiene (i.e. cough into a tissue, elbow if not possible, sanitise hands afterwards, safe disposal of tissues, straight into a bag for disposal later), and must ensure good respiratory hygiene by promoting the ‘catch it, bin it, kill it’ approach. Instructors should supervise riders’ respiratory hygiene during training, and carry tissues for riders to use.  Instructors should check that children have also cleaned their hands prior to training sessions, especially if using hire equipment. |
| **Instructors must clean equipment before it is shared between riders.** |
| Training providers should avoid equipment-sharing where possible, particularly that used around the head and face, such as helmets. Where equipment is shared, equipment must be cleaned before use by another person.  Instructors must make sure that all equipment is cleaned before being shared between from one rider and another, unless they are members of the same household. Instructors must 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 should not provide hats / gloves / waterproofs. Water bottles should not be shared, riders and instructors must use their own. |
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**ADDITIONAL INFORMATION**

**Planning and organising Bikeability delivery**

**Bikeability training providers should** consult advice set out by the Health and Safety Executive on Covid-19, including [managing risks and risk assessments](https://www.hse.gov.uk/simple-health-safety/risk/index.htm), and [identify protective measures](https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/5-steps-to-working-safely).

**Bikeability providers should** consider publishing an action plan detailing how they will deliver Bikeability safely to provide reassurance to schools and families, including inclusive guidance for people who need assistance to participate in training.

**Bikeability providers must** update their generic risk assessment, site-specific risk assessment, health and safety policy and emergency procedures documents in the light of current government advice, including identifying measures to prevent the transmission of Covid-19, before booking any training with schools. Providers are encouraged to use this document for reference.

**Bikeability providers must** agree with the school practical arrangements for visiting the school, moving pupils and storing/accessing cycles, before training commences.

**Bikeability providers must** update their consent letters to confirm cycle training will be delivered in line with current Covid-19 government guidance for schools. When delivering Bikeability for schools, **Bikeability providers must** either arrange with schools for consent to be recorded and communicated electronically, or provide instructors with hand sanitiser or gloves for handling paper consent forms.

**Parents/carers may** use [online resources](https://bikeability.org.uk/cycle-more/family-cycling/essential-cycling-skills-for-families/) developed by the Bikeability Trust to assess their child's current cycling ability to Bikeability training providers when consenting to their child participating in training to maximise value for money particularly for small group sizes.