

# Cycle Right

A guide to safer cycling



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# Safety advice before you ride

## Your bike and you

- › Make sure your bike is the right size and well maintained (see 'M Check' on page 6).
- › At night your cycle **MUST** have white front and red rear lights lit. It **MUST** also be fitted with a red rear reflector (and amber pedal reflectors, if manufactured after 1/10/85). White front reflectors and spoke reflectors will also help you to be seen. Flashing lights are permitted but it is recommended that cyclists who are riding in areas without street lighting use a steady front lamp.
- › You **MUST NOT** cycle on the pavement, unless there is a designated cycle path/shared use path.

## Clothing

- › It is advisable to wear a cycle helmet at all times. For children taking part in our Bikeability courses, a cycle helmet is compulsory
- › Wear bright clothes with fluorescent strips or accessories.
- › Wearing fluorescent items helps you to be seen only during the day.
- › Reflective items work at night.

## Keeping your bike safe and secure

- › Have your bike security marked. More information can be found at [www.bikeregister.com](http://www.bikeregister.com)
- › Buy a good cycle lock and use it every time you leave your bicycle unattended.

## Parking sensibly

- › Always park your bike safely. Make sure it is not in anyone's way or likely to fall over and injure somebody.
- › Lock it on to something secure, such as railings, or a cycle stand.

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# Mums and dads - can you remember doing your Cycling Proficiency?

Well, Bikeability is the all new cycle training scheme for the 21st century. Many adults will remember doing their Cycling Proficiency Test, but Bikeability is designed to give the next generation the skills and confidence to ride their bikes on today's roads. Cycling is healthy and fun but it is necessary to learn how to do it safely. This is why Bikeability Level 2 is being offered to all pupils in Year 6 or 7 across West Sussex.

## There are three levels to Bikeability:

**Level One** The Bikeability Level 1 course aims to develop mastery in cycle handling in an off-road environment and prepare riders for cycling on the road. Riders must be able to cycle (i.e. pedal and glide) to participate in Bikeability Level 1.

**Level Two** Bikeability Level 2 will develop riders' skills and confidence for cycling on single-lane roads and simple junctions with mostly moderate motor traffic flows, preparing riders to deal with short journeys such as cycling to school or the local shops.

**Level Three** Bikeability Level 3 equips riders with the skill and confidence to ride in more challenging road and traffic situations – busier streets, queuing traffic, complex junctions and roundabouts. It also includes planning routes for safe cycling.

More children cycling, more safely and more often has huge benefits. It will lead to improved health and fitness, reduced congestion and pollution and hopefully more Olympic champions!

**More information can be found at:** [www.bikeability.org.uk](http://www.bikeability.org.uk)



# Bikeability Training Scheme Parent/Guardian Information

## **A Bikeability combined Level 1 and 2 training course has been arranged at your child's school**

The course is outcome based and trainees will be assessed throughout the course. In order to progress to Level 2 participants must meet all Level 1 skills which will be assessed at the start of the course.

Trainees taking part will receive a badge and certificate.

Each certificate will contain feedback for parents and highlight any areas where further practice is needed.

**⚠ Your consent must be given on the Parent/Guardian Information and Consent Form which must be returned to school as soon as possible.**

## **Please be aware...**

In the interest of safety, the Road Safety Team reserves the right to decline training to any trainee who does not meet the basic requirements or whose behaviour may put at risk the safety of other people, including - instructors, volunteers, other trainees or themselves.

## **Insurance**

With the exception of those attending academies and private schools, each child participating in Bikeability training will be automatically insured under the School Journey Insurance Policy. Parents of children attending academies and private schools should talk to their school for insurance arrangements. The policy is only valid once the trainees have left the school premises.

**🚲 In order to take part in the Level 2 on road training, your child must be able to ride their bike with proper control and balance and be able to use any gears that are fitted to the bike.**

## **Important Note:**

It is essential that your child attends their session with a roadworthy bicycle and an approved correctly fitted helmet. They will have received information prior to the course starting, detailing how and what to check on their bicycle.

Instructors may refuse training to anyone who does not comply with this important request.

Should you need to discuss any issues relating to the Bikeability training, please contact the Road Safety Team and not the school.



# Bikeability Level 1 and 2 Outcomes

## During training you will learn to:

- › Make good and frequent observations,
- › Choose and maintain the most suitable riding positions,
- › Communicate intentions clearly to other road users,
- › Understand priorities on the road- particularly at junctions

## Your child will also learn to:

- › Prepare for a journey
- › Check cycle is ready for a journey
- › Set off, slow down and stop
- › Pedal
- › Identify and respond to hazards
- › Start and stop on road journeys
- › Maintain suitable riding positions
- › Comply with signals, signs and road markings
- › Communicate with other road users
- › Negotiate junctions



# 'M' Check

Before setting out on any journey, it is important to check your bike, to make sure that it is safe and in good condition. The following should be checked before you ride:



## 1 Front wheel/tyre:

- › Check the wheel spins freely without rubbing against the forks or brakes.
- › Check the quick release levers or wheel nuts are fully tightened.
- › Check the tyres are not worn and there are no bald patches.
- › Ensure the tyres are pumped up hard.
- › Check the inner tube valve is straight.
- › Ensure there are no loose or broken spokes.

## 2 Front brake:

- › Look at the brake blocks; they should grip the side of the wheel rim exactly when the brake levers are applied.
- › If the brake blocks are worn down they should be replaced.

- › Check the cables are not frayed.
- › Ensure that you can operate the brake levers easily.

## 3 Headset and handlebars:

- › Make sure the handlebars do not turn independently of the front wheel.
- › If the handlebars have been raised ensure that they are not raised past the 'limit mark'.
- › Ensure handlebars are clamped firmly in the stem.
- › The handlebars should be aligned with the front wheel.
- › Ensure that the end plugs are inserted in the end of the handlebars.

## 4 Frame and forks:

- › Check for damage on the frame and forks.
- › Look for cracks and rust.

## 5 Bottom bracket cranks, pedals and chain:

- › Ensure the bearings are not loose or seized on the bottom bracket.
- › Make sure the cranks are not loose on the bottom bracket.
- › Inspect the chain ring for damage.
- › Pedals should not be damaged, check for loose or seized bearings.
- › Ensure chain is oiled and not too loose or too tight.

## 6 Front gears:

- › Ensure the front derailleur works correctly and the gears change smoothly.

## 7 Saddle:

- › Ensure the saddle is at the correct height (you should be able to touch the ground with both feet at the same time.)

- › Ensure the saddle is fitted correctly and at the correct angle.
- › Make sure the saddle is not raised past the 'limit mark' and is securely clamped.

## 8 Rear brakes:

- › Four checks as per front brake (see 2).

## 9 Rear brakes:

- › Six checks as per front wheel (see 1).

## 10 Rear gears:

- › Ensure the rear derailleur works correctly and the gears change smoothly.

⚠ **Check for and fix any unsafe accessories – mudguards, racks, reflectors, locks, chain guards etc.**

⚠ **Please note that it is the responsibility of parents/guardians to ensure that bikes are checked and roadworthy before the start of the course.**

# Cycle Helmets

**Cycle helmets can be fun, fashionable and, although they don't stop crashes, they could help save your life if you have an accident.**

If you don't have a cycle helmet, your local cycle shop can help you. Make sure it meets one of the following standards:

- EN1078
- BS6863
- Snell B90 (or higher)
- Any ASTM number

## Remember:

Helmets are designed to absorb only one impact. If you drop your helmet, or have an accident whilst wearing it, you should replace it. Check for cracks and chips before each use. A damaged helmet may not protect you in a collision.

Make sure your helmet is fitted correctly and always fastened securely:

- The helmet and straps should not cover your ears, but the two straps should meet just under your ears, holding the helmet securely over your forehead.
- The helmet must not restrict your vision.
- The helmet must fit snugly and feel comfortable.



# Starting an on-road journey



**1.** Check that it is suitable to place your bike in the road where you can see and be seen



**2.** Sit on your bike with your left foot on the kerb (where there is one), and have your brakes covered. Your right foot should be on the pedal in the 2 o'clock "START POSITION" ready to push down for a smooth start.



**3.** Look all around, including behind over your right shoulder to see if it is suitable to move off.



**4.** Set off into the stream of traffic whilst observing all around.

# Finishing an on-road journey

**Looking behind you is important before you stop. You must be able to look behind without losing your balance or control of your bike.**

Try to stop where you will not be in the way of other traffic or pedestrians trying to cross the road.

Before pulling in to the left to stop, you must look behind for close following traffic that may be about to overtake or undertake you.

Where the road is very narrow and overtaking is difficult, you should slow down gradually, where possible having first made eye contact with any close following rider/driver. If a cyclist or motorcyclist is following behind, a look over the left shoulder may be appropriate.



## Emergency Stop

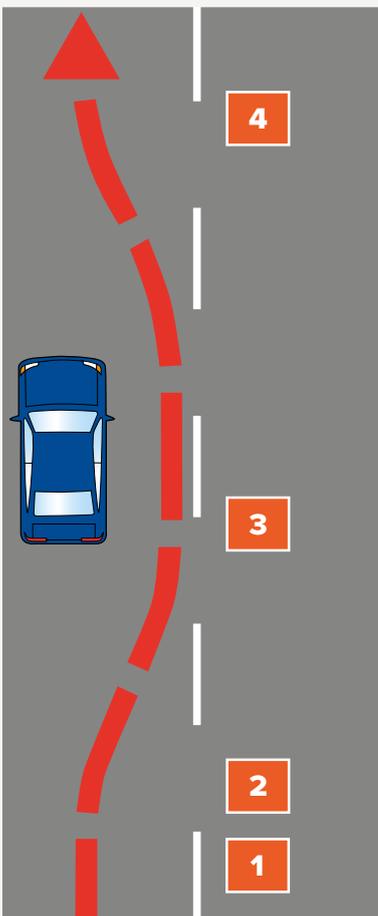
In an emergency you must be able to stop quickly without skidding or losing control. Practise this away from traffic.

## Overtaking

If you need to overtake a parked vehicle, or something else in your way follow these tips:

- 1** Look around, especially ahead and behind, over your right shoulder, prior to moving road position.
- 2** You must now decide:
  - if it is suitable to gradually move out, around the obstacle, or
  - If it is not. In this case, slow down and stop behind the obstacle. Put pedal in “start position”, check around for traffic and, when it is suitable move out and around the obstacle.

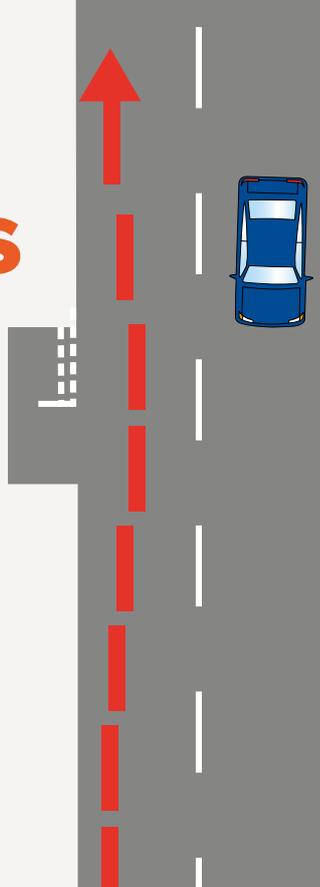
- 3** Give enough room to clear the obstacle. If there are several cars parked along your way, ride past them in a straight line – do not zig-zag in and out.
- 4** Return to your correct position as soon as you have gone past the obstacle.



# Passing side roads

When approaching a side road, you should always look as far as possible into that road, to check for vehicles at or approaching the junction. Do this as early as you can. You should also look behind, to see if a following vehicle may be turning left.

If you are unsure or there is traffic that may be emerging from the side road, you should adjust your position by riding further out as you pass the junction.



# Watch out for...

- › Doors of parked cars opening.
- › People or animals darting out from behind parked cars.
- › Other cyclists – they may wobble or change direction as you overtake them.
- › Parked vehicles moving off or reversing without warning.

## Clues to look out for are:

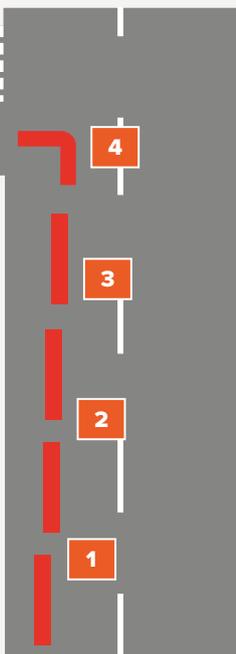
- › A driver in the vehicle, indicators flashing, exhaust smoke.
- › White reversing lights at the back.

# Turning left

## Major road to Minor road

This is the easiest turning manoeuvre. Practise this one first.

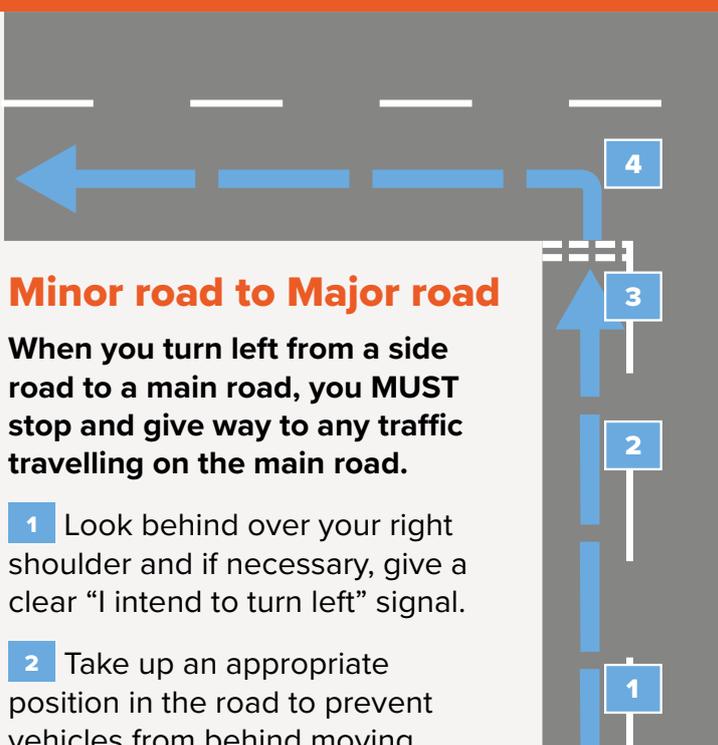
- 1** As you approach the junction, look behind over your right shoulder. If necessary, give a clear “I intend to turn left” signal.
- 2** Move gradually across to the centre of your lane. This will prevent you from being overtaken by following vehicles.
- 3** Return your hand to the handlebar and slow down. Keep looking ahead and at the road you are turning into.
- 4** Just before turning, you may choose to carry out a final look over your left shoulder for undertaking cyclists or motorcyclists. This is essential if you have adjusted your position and moved further out to take the corner.



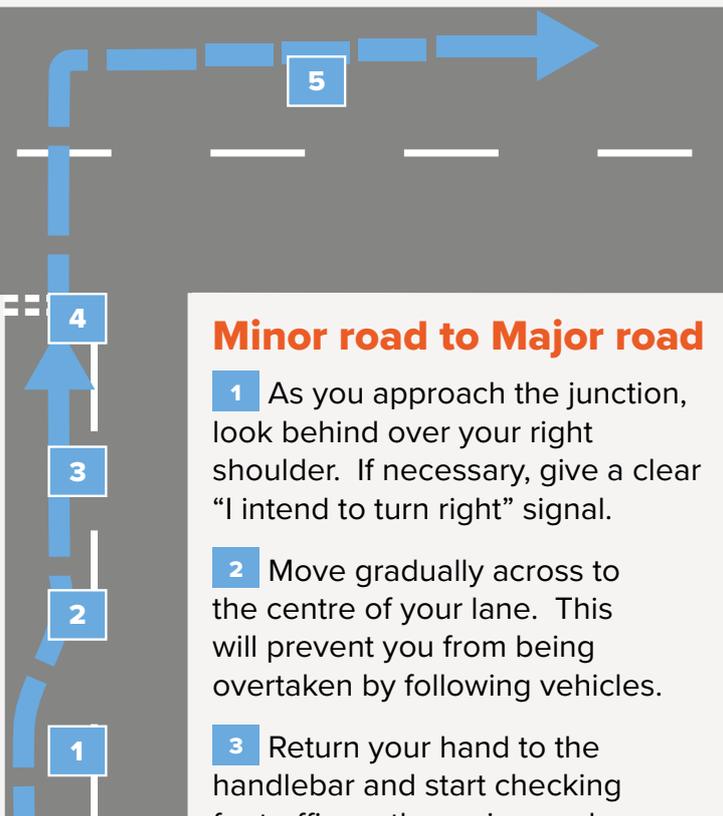
## Minor road to Major road

When you turn left from a side road to a main road, you **MUST** stop and give way to any traffic travelling on the main road.

- 1** Look behind over your right shoulder and if necessary, give a clear “I intend to turn left” signal.
- 2** Take up an appropriate position in the road to prevent vehicles from behind moving up alongside at the junction.
- 3** As you approach the junction, you should start checking for traffic on the major road, especially from the right. Adjust your speed as appropriate.
- 4** If the junction is a ‘give way’ you only need to stop if there is traffic approaching from the right. If the junction has a stop sign, you must stop in an appropriate position away from the kerb and put your pedal in the start position, ready to move off once clear.



# Turning right



## Minor road to Major road

- 1 As you approach the junction, look behind over your right shoulder. If necessary, give a clear “I intend to turn right” signal.
- 2 Move gradually across to the centre of your lane. This will prevent you from being overtaken by following vehicles.
- 3 Return your hand to the handlebar and start checking for traffic on the major road.

4 If the junction is a ‘give way’, you only need to stop and give-way if there is traffic approaching on the major road. If the junction has a stop sign, you should stop at the line, put your pedal in the start position and wait until it is safe to make the turn.

5 When safe, cycle straight across and turn right. Do not cut the corner.



## Major road to Minor road

- 1 As you approach the junction, look behind over your right shoulder. If necessary, give a clear “I intend to turn right” signal.
- 2 Move gradually across to the centre of your lane or into the flow of traffic.

3 Return your hand to the handlebar and keep checking oncoming traffic.

4 If there is traffic approaching, you should stop opposite the centre line of the minor road and put your pedal in the start position. It may also be a good idea to signal whilst waiting. Once traffic has passed, give a final check over your right shoulder and make your turn. If there is no oncoming traffic, carry out a final check over your right shoulder before completing your turn.

Once you have completed your turn, you should take up your normal riding position, taking into account any hazards in the road you have turned into.

The final check over your right shoulder before completing your turn is to check for vehicles that may be attempting to overtake you on your outside.

# Bikeability Level 3 Cyclist Training



The Bikeability Level 3 course aims to develop riders' skills and confidence so they can ride in diverse road environments, including complex, often busy roads and junctions, sometimes with speed limits above 30 mph.

Successful demonstration of National Standard assessment criteria in Bikeability Level 2 is a prerequisite for participation in Bikeability Level 3.

## Training will cover:

- › Plan a journey
- › Plan to and ride assertively every where cycling is permitted
- › Maintain suitable riding positions
- › Pass queuing traffic and use junctions controlled by traffic lights (if present)
- › Use cycle infrastructure and multi lane roads (if present)  
Ride on roads with speeds above 30 mph (if present).

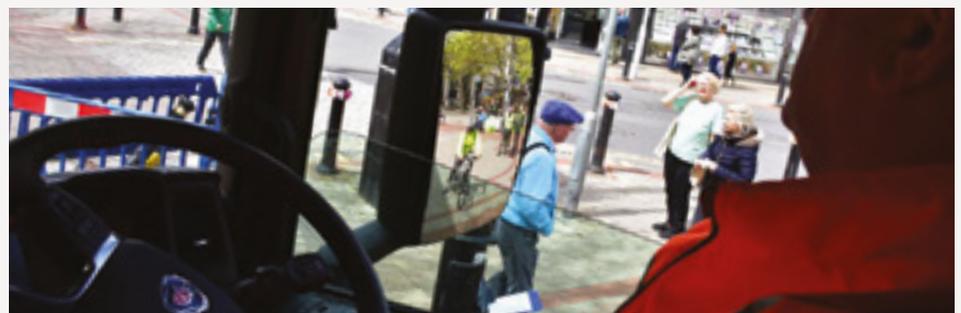
For more information or to arrange training please go to: [www.westsussex.gov.uk/cycletraining](http://www.westsussex.gov.uk/cycletraining)

## Be aware of Blind Spots

**HGVs have blind spots where the drivers are not able to see cyclists. Cycling up the inside of turning buses and HGVs at bends or junctions can be very dangerous and could result in fatal consequences.**

The risk exists wherever large vehicles might cross your path and particularly where cycle facilities run inside the turning path.

Do not rely on vehicles indicating. Learn to recognise the warning signs: HGVs often move right first to clear the corner as they turn left. When overtaking cyclists, HGV and bus drivers can find it hard to judge when to pull back in. Stop pedalling and prepare to brake, if necessary, to help them get past as quickly as possible.



If you have stopped and a HGV pulls up directly behind or alongside you, consider moving if the driver cannot actually see you from the cab to a position where they can.

Remember, if you are behind a large vehicle and you cannot see the driver in his rear view mirror, then they cannot see you.

Should you decide to filter through traffic ('filtering' means moving past slow or

stationary traffic), you should do so on the right hand side. It is also important to remember that should you decide to filter through traffic that you avoid doing this on the approach to a junction.

Rule 167 of the Highway Code says 'Do not overtake where you might come into conflict with other road users'. For example, approaching or at a road junction on either side of the road.

# Before you set off cycling

- › **Always** wear a cycle helmet that is the correct size and securely fastened – it will help to protect your head if you fall off.
- › Help other road users to see you. Wear light coloured or fluorescent clothing in daylight, at dusk and something reflective at night.
- › **Do not** ride a bike that is too big or small as it can affect your balance.

# Pedestrian crossings

- › You **must stop** for pedestrians at zebra crossings.
- › You **must stop** for the red light at the traffic lights, including those at crossings.

# Cycling near animals

- › **Be careful** when cycling near horses and other animals. Give them plenty of room as you go by.
- › **Don't scare** them by sounding your bell or horn; they could injure someone.

**When you are next out in a car, look at the cyclists. Are there times when you can't see them? Which ones are easier to see and why?**

# On your bike...

- › **Always** keep both hands on the handle bars unless you are signalling or changing gears.
- › When turning from one road to another, pedestrians who are crossing that road have the priority, so give way.
- › You **must obey** traffic light signals and road signs and the signals made by police officers, traffic wardens or school crossing patrols.
- › You must not hold onto any other vehicle or another cyclist.
- › You **must not** carry a passenger on your cycle unless it is specially designed to do so.
- › You **should never** lead an animal whilst cycling.



# These signs show the different routes...



**Cycles only**



**Shared with pedestrians**



**Separate cycle and pedestrians**



**Recommended routes for cycles**



**Cycle lane**



**Bus lanes**

Only cycle in bus lanes if there is a cycle shown on the sign.

## Planning your journey

Before setting out on your bike, think about the trip and make sure it is safe.

- Wherever possible, use cycle lanes. Take care and remember these are often shared with pedestrians.
- Take extra care at junctions and roundabouts and use clear hand signals.
- Always double check it is safe before cycling onto a main road.
- Consider using our Cycle Journey Planner or [travelwestsussex.co.uk](http://travelwestsussex.co.uk)

### Crossing the road

DO NOT ride across a pelican, puffin or zebra crossing. Get off and wheel your cycle across.

### Toucan crossings

These are light-controlled crossings that allow cyclists and pedestrians to cross at the same time.

They are operated by pushing buttons.

Pedestrians and cyclists will see the green signal together. Cyclists can ride across.



# Just for fun! Test yourself with what you have learned

## 1. Which material is more visible at night?

- a. Reflective
- b. Fluorescent

## 2. When braking, which order do you pull the brakes on?

- a. Front brake then the back brake
- b. Back brake only
- c. Both brakes together
- d. Front brake only

## 3. When starting off, what position do you put your pedal into?

- a. 6 o'clock
- b. 3 o'clock
- c. 2 o'clock
- d. 12 o'clock

## 4. When are you allowed to cycle on the pavement?

- a. Never
- b. When you are a learner
- c. When there are special signs allowing you to do so
- d. Whenever you like



Draw a line to match each sign with the correct definition:

No cycling

Ahead only

No motor vehicles

Hump back bridge

# Parent/Guardian information and consent form



**⚠ Please read carefully before signing. To the Road Safety Officer:**

I consent to (name of child):

Date of Birth:

Taking part in a Bikeability Scheme at (name of school)

Part or all of which will take place on the public highway.

› Does your child, or anyone in your household have Covid-19 symptoms?

Yes

No

› Has your child, or someone in their household had Covid-19 symptoms in the last 14 days?

Yes

No

› Does your child have access to a bike and helmet for their sole use during the course? (we are currently unable to lend bikes & helmets or allow for the sharing of bikes during the course)

Yes

No

› Is the bike in a road worthy condition & does the helmet fit correctly? - see pages 6 and 7 in the Cycle Right Booklet.

Yes

No

› Does your child require medication to be with them whilst riding, and can they carry and administer this medication themselves? If so, please give details.

Yes

No

› Any other health, medical or support needs and information? Or any other relevant or useful information on the participant?

Yes

No

I understand that the cycle is taken on to school premises at my risk. I will undertake to ensure that the cycle is in roadworthy condition and will ensure my child wears a correctly fitted cycle helmet which is in good condition and conforms to British Safety Standards.

Parent/Guardian signature

Date