



<u>Policy Title</u>	Management of Police Cycles
<u>CCMT Sponsor</u>	Director of Resources
<u>Department/Area</u>	Human Resources
<u>Section/Sector</u>	Health and Safety

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1.0 Rationale

1.1 A range of Thames Valley Police (TVP) staff including police officers and Police Community Support Officers (PCSO) are expected to use bicycles for patrol activities and as a means of transport. The force has a legal obligation to ensure that all cycles procured and supplied for use by force staff are fit for purpose, maintained in a safe and serviceable condition and that staff are provided with adequate information, instruction and training to ensure they are competent in the safe use of police cycles.

2.0 Intention

2.1 The intention of this policy is to:-

- provide advice and guidance to supervisors and staff on procurement, maintenance and training for safe use of police cycles
- ensure compliance with the Provision and Use of Work Equipment Regulations (PUWER) 1998.

3.0 General Principles

3.1 Benefits

The use of cycle patrols as a tactical option offers the following benefits: -

- a) High visibility patrols
- b) Balancing mobility with public contact
- c) Perceived by the public and multi-agency partnerships as beneficial to community engagement by the police,
- d) Enables the patrolling of areas such as parks, which are inaccessible to vehicles and laborious to cover on foot
- e) Increases the area patrolled as compared to foot patrol
- f) Increases the speed of attendance at an incident compared to foot patrol
- g) Provides mobility at minimum cost compared to vehicles
- h) Environmentally friendly and potentially beneficial to the general health and well being of the rider

3.2 Officer Safety

3.2.1 Supervisors are responsible for ensuring that personnel under their control deployed in any police cycling activity are provided with appropriate safety equipment and are trained, authorised and competent in the safe use of police cycles.

3.2.2 The health and safety of police officers and staff who ride a pedal cycle is important; the following must be complied with, to avoid injury.

- a) Cycle helmets conforming to BS 1078:1997 must be worn.
- b) The seat must be adjusted to the correct position with the pedals at 9 & 3 (of a clock face) and the front knee will be directly over the pedal centre.
- c) Cyclists should dismount every hour and walk for at least 5 minutes.

- d) Any health problems or injuries sustained by the rider using a cycle must be reported to a supervisor by [PER 10](#) and remedial action taken in accordance with the Force H&S Manual Section 6.
- e) During the hours of darkness, a lighting system which conforms to BSI Standard BS 6873:1988 must be used.
- f) A standard check must be carried out on a cycle that has been left unattended.
- g) Staff must not ride on footpaths and pedestrian precincts unless in pursuit of a suspect, other emergency, or where permission has been granted by the local authority. PCSO's should not pursue people under any circumstances.
- h) An incident where a cycle is tampered with is to be reported and investigated.

4.0 Guidance, Procedures & Tactics

4.1 Risk Management

Deployment of staff on police cycles is regarded as a medium-risk activity that carries potential for injury without provision and correct use of appropriate personal protective equipment (PPE) and training. Force risk assessment **GRA 1.5** refers.

4.2 Training

4.2.1 All force staff who are to use police cycles, whether for operational or transportation reasons are required to undergo a knowledge check and competence assessment prior to authorisation by Driving School. Should any training needs be identified these will be addressed by Learning & Development (L&D) managers who have access to approved training courses.

4.2.2 Training can be identified either through the completion of the on-line assessment or by the officer's line manager via the [PER 10](#) system should an incident/accident be identified as requiring additional training. On completion of the practical assessment should there be concerns regarding the ability of the officer then the line manager should withdraw the officer from cycle duties until further training is identified.

4.2.3 Those officers deployed in specialist cycle teams are considered to be at high-risk and must attend a 2-day training course based upon the syllabus of the International Police Mountain Bike Association (IPMBA) and where necessary, those that fall outside that definition must (in consultation with their line manager) determine whether to attend or not, dependent on their actual role. Details on how to access training and assessments are published within the [learning opportunities directory](#) (LOD) which covers:-

- Knowledge checks
- Assessments of training needs
- Specialist Cycle Teams - Course Code OPB01

4.3 Purchase and Provision of Cycles

4.3.1 Cycles procured and provided by the force for use during policing activities are classified as work equipment and must comply with the Provision and Use of Work Equipment Regulations (PUWER) 1998. All cycles must be fit for purpose and be maintained in a safe and serviceable condition at all times.

4.3.2 All cycles must be procured from a reputable dealer and must meet the minimum standard specified within the most recent version of BS 6102-1, Specification for Safety Requirements for Bicycles'. See 'Pedal Cycle Specification' [Appendix B](#).

4.4 Maintenance of Cycles

4.4.1 Authorised Force cyclists must carry out a visual inspection of their cycle before each use taking into account force Guidelines for the Safe Use of Pedal Cycles for Patrol (see [Appendix A](#)).

4.4.2 All TVP cycles must be subject to a technical inspection by an appointed, reputable cycle dealer or repairer at least once in every 12 months. Basic Command Units (BCU) should maintain records of inspections, servicing and repairs by serial number, which should be made available during workplace safety inspections and health and safety audits.

4.4.3 BCU's must have procedures in place for monitoring the effectiveness of the above maintenance procedures. Each BCU should appoint a Cycles Liaison Officer (this could be a members of the facilities staff for example) to undertake the duty of managing the cycles, which will include maintaining accurate and reliable records in relation to their daily use, safety checks, security and regular maintenance and repairs.

4.4 Health

All force cyclists must maintain an appropriate level of fitness sufficient for prolonged periods of cycling. Should this be in doubt, advice must be sought from the Occupational Health Unit (OHU).

4.5 Security

Any police cycle left unattended should be locked and secured to a suitable point.

5.0 Challenges & Representations

5.1 All challenges and representations should be made in writing to:

Head of Human Resources Service Delivery
Thames Valley Police
Oxford Road
Kidlington
OX5 2NX

6.0 Communication

6.1 Links to Police National Legal Database Other

6.1.1 This policy should be linked to the [Health and Safety Manual](#).

6.2 Implementation Strategy

6.2.1 This policy will be published on the Policy and Procedures intranet site, the Thames Valley Police website, Manager's Briefing and will be included in an All User E-mail.

7.0 Compliance and Certification

7.1 Human Rights Certification

(i) Legal Basis

- Health and Safety at Work Act 1974
- Management of Health and Safety at Work Act 1999
- Provision and Use of Work Equipment Regulations (PUWER) 1998

(ii) Human Rights Articles Engaged

This policy does not have the potential to engage any of the Human Rights Act articles.

(iii) Prohibition of Discrimination

This policy does not have the potential to discriminate

7.2 Diversity Impact Assessment

7.2.1 This policy has been assessed for its relevance against the six strands of diversity and has been rated as "LOW".

7.3 Diversity (Human Resources)

7.3.1 In the application of this policy, the Force will not discriminate against any persons regardless of their gender, sexual orientation, race or ethnic origin, religion, age or disability.

7.4 Management of Police Information (MoPI) Compliance

7.4.1 This policy does not affect any of the key business areas as identified by Management of Police Information (MoPI).

7.5 Community Engagement Strategy and Standards

7.5.1 This policy has no community engagement implications.

7.6 Data Protection

7.6.1 Personal information processed in compliance with this policy will be managed in accordance with the provisions of the Data Protection Act 1998.

7.6.2 Line Managers must be aware that the information they hold under the Act as a result of this policy must be managed in a secure manner in order to prevent inappropriate access.

7.7 Freedom of Information Act

7.7.1 This policy is suitable to be made available to the public and can be published on the Thames Valley Police Freedom of Information Publication Scheme.

7.8 Protective Markings

7.8.1 This policy has been assessed as **NOT PROTECTIVELY MARKED**.

7.9 Health & Safety at Work

7.9.1 The main aim of this policy is to ensure TVP compliance with all health and safety legislation.

8.0 Monitoring and Review

8.1 This policy contributes to the following strategic objectives:

- To improve the service provided to victims, witnesses and the public
- To improve the use of our resources

8.2 A full review will be carried out every two years by Head of Health & Safety and will examine:

- Changes in legislation
- Accident statistics
- Examples of good practice from other Forces or other organisations
- Changes in Home Office Circulars
- Developments with ACPO Policy Unit
- Representations made by individuals and relevant organisations

8.3 This policy will next be reviewed in January 2011.

APPENDICES

APPENDIX A

Guidelines For The Safe Use of Pedal Cycles for Patrol

The following guidelines should be followed before, during and after any use of the cycles. These guidelines will help to ensure your safety and also the serviceability of the cycles.

Clothing

All officers deploying on cycle patrol should be wearing appropriate clothing (Refer to Force risk assessment GRA 1.5).

- Cycle helmet
- Reflective jacket
- Stab proof dependent on risk assessment
- Stout footwear
- Other clothing commensurate with your level of use

Before Use

Select appropriate cycle

L = 5'9" to 6'4"

M = 5'2" to 6'0"

Check basic serviceability of the cycle

Brakes

- Check function of both brakes
- Check brake pads for wear

Tyres

- Check tyres for wear, splits etc
- Inflate to **60 PSI**

Saddle

- Adjust the saddle to fit using quick release lever.
- Leg should be almost straight when pedal is at bottom of stroke.
- Ensure that lever is secure.
- **DO NOT** extend saddle beyond maximum mark on the stem.

Panniers

- Check they are secure
- Check they are not fouling the wheel

Lights

- Ensure lights are fitted
- Ensure lights are working

During Use

Cycle responsibly

- Wear helmet
- Wear reflective jacket

Gears

- Use appropriate gear
- Try to avoid crossing gears i.e. use large cog at front with large cog at rear or vice versa

Suspension Forks

- Adjust the forks for terrain you are on
- Soft for off road, hard for on road

Lights

- Use lights when required

Security

- Always use the provided locks to secure the bike if left unattended
- Remove the panniers if they contain valuables or confidential documents etc

After Use

Cleaning and maintenance

- Use the normal hose and brush to clean the cycle
- **DO NOT** use the pressure cleaner
- Use the provided oil and brush to lubricate the chain and gears
- Wipe off excess oil
- Place cycle in storage area and leave secured

**Report any faults to Neighbourhood
Sergeant/Facilities Staff**

APPENDIX B**POLICE CYCLE SPECIFICATION****Old TVP Cycle Specification**

Frame	Gents 23" or Ladies 21" (other sizes optional)
Handle Bars	ATB type
Brake Levers	ATB type
Frame Colour	Dark Blue with TVP transfer and post coded
Wheels	26 x 1.75 13 gauge spokes & alloy rims
Front hub	Sturmey Archer VT Elite
Rear hub	Sturmey Archer ST Elite
Gear system	Sachs 3001 14 spd twist grip changers 13-30 freewheel
Seating	Leper saddle (leather) with quick release seat pin
Accessories	Extended pannier carrier Extended handle bar stem Prop stand
Lights	Duracell lockable lights front & rear to BS6102 part 2
Security	Squire D lock
Safety	Bell

Revised Neighbourhood Cycle Specification (typical weight circa 30lbs
14Kgs)

Frame	Gents 21" or Ladies 19" (other sizes optional) steel frame
Handle Bars	ATB type
Brakes	V-Brake mechanical system acting on wheel rim
Frame Colour	??
Wheels/ Tyres	26 inch or 700mm quick release wheels with Kevlar tyres of semi-slick tread pattern
Gear system	Shimano or similar gear cassette with 21 gears and short lever change
Seating	Anatomic high density foam
Accessories	Extended pannier carrier Extended handle bar stem Prop stand
Lights	Duracell lockable lights front & rear to BS6102 part 2 Reflectors to BS6102 part 2 (i.e. white @ front & in wheels, orange in pedals and red at rear)
Security	Cable lock
Safety	Bell (supply mandatory from May 2004)

Specialist Cycle Team Specification (typical weight 21-22 lbs 10Kgs plus lights)

Frame	Lightweight aluminium frame with lifetime guarantee Gents 21" or Ladies 19" (other sizes optional) with suspension front forks and size matched stem, bars & bar ends
Handle Bars	ATB type
Brakes	Hydraulic disc brake system
Frame Colour	???
Wheels/ Tyres	26inch or 700mm anodised heavy duty steel wheel rims, on/off road puncture resistant Kevlar tyres of semi-slick tread pattern
Gear system	Up rated Shimano or similar gear cassette with 27 gears and gear guard Short lever change
Seating	Anatomic high density foam or gel saddle with suspension seat post
Lights	Rechargeable halogen or xenon lights (Cat Eye or similar) to BS6102 part 2 to front & rear. Reflectors to BS6102 part 2 i.e. white @ front & in wheels, orange in pedals and red at rear.
Security	Cable lock
Safety	Bell (supply mandatory from May 2004)
<i>Optional Extras (if required)</i>	<i>Seat post cycle bag rear carrier extension Rear cycle bag (with POLICE marking?) Prop stand</i>