

RISK ASSESSMENT OF THE MOTORCYCLE TEST, TRAINING AND USE OF DSA MOTORCYCLES

This assessment replaces:

1. Risk assessment of Motorcycle testing, Compulsory Basic Training (CBT) supervision etc and motorcycle examiner training – Jun 02
2. Risk assessment of Motorcycle testing, Compulsory Basic Training (CBT) supervision etc and motorcycle examiner training – progress – Oct 03
3. Risk Assessment of the 2008 change to the motorcycle test– Sept 06
4. Motorcycle accessories risk assessment
5. AN1/98 Motorcycle helmets – Aug 02
6. Motorcycle testing and training (off-road) risk assessment – Sept 08
7. DSA Motorcycle radio policy – Aug 02

DSA is responsible for monitoring CBT trainers, for testing riders of motorcycles, for providing a safe area for trainees to practice the test manoeuvres, and for training Motorcycle Examiners (MCEs) to carry out such duties.

This risk assessment follows Health & Safety Executive (HSE) guidance by detailing:

- the possible hazards,
- who might be harmed,
- the control measures in place, and

- further actions recommended if the risks are not adequately controlled

This generic risk assessment followed consultation with appropriate Directors, Heads of Branch, the DSA Motorcycle Policy group, TU and others.

DSA motorcycles are used by DSA staff for conducting motorcycle tests, checking motorcycle test routes, training, visiting Compulsory Basic Training (CBT) sites, work-related travel, etc. They may be kept at a multi-purpose test centre (MPTC), Cardington or at home by the person it is allocated to. CBT supervision and monitoring involves examiners visiting approved training bodies (ATBs) to ensure that trainees are being correctly trained.

The motorcycle test consists of 2 modules. Module 1 is a set sequence of manoeuvres performed on a motorcycle manoeuvring area (MMA). If this module is passed then the candidate is deemed to be safe enough to progress to Module 2 - the road test. This is usually performed by the candidate being followed by the MCE on a motorcycle, although in special circumstances the MCE may be in a car. Either way the MCE communicates to the candidate via a one-way radio.

Potential motorcycle examiners are DEs who have the necessary experience and skills. The volunteers are then put through training and assessment for the role. This includes any DEs with special needs who will be assessed individually.

Training

Motorcycle training for staff takes place at the DSA Training Establishment at Cardington following an initial assessment ride. The training includes:

- **Initial training courses** 4 weeks. Courses emphasise the health and safety (h&s) issues connected with riding skills, and test training. Regular progress checks and assessments take place. All checks and tests must be successfully passed to qualify as a bike-to-bike examiner. A partial pass may qualify the examiner to conduct car-to-bike tests.
- **Refresher courses** last 3 weeks (unless competence is displayed earlier), and are intended for examiners who have not conducted motorcycle testing for 6 months or more, and cover the most important elements of the initial training course again. Examiners attending are nominated by Areas.

- **Familiarisation courses** run for 2 weeks and enable Test Centre managers (TCMs) and Sector Managers (SMs), with no experience of riding motorcycles, to understand the riding tests and be able to carry out check tests.

All MCEs were also given training prior to the introduction of the new motorcycle test. Relevant operational staff need to be familiar with the safety guidance in DT1.

Check Tests: Check tests are conducted by accompanying SMs or TCMs for car-to-bike and bike-to-bike testing. Examiners who fail to achieve satisfactory standards are given advice and, if necessary, remedial training.

All training for DSA motorcycle riders must include what to do in the case of a fallen motorcycle.

Incidents

In the year 2008-9 there were 93 reported DSA incidents involving motorcycles, including 6 verbal assaults. Most of the incidents were caused by candidates using incorrect braking techniques. A couple of accidents were caused by a MCE running into the back of the candidate's bike. 8 incidents were not on test.

Action: This risk assessment is to be tailored, completed and signed off by the TCM for any site with a motorcycle manoeuvring area, and the line manager of any member of staff issued with, or allowed to ride, a DSA motorcycle. A risk assessment for motorcycle activities at Cardington also needs to be completed and signed off by the Chief Instructor. All need to be kept on the site where the motorcycle area/rider is based, and reviewed yearly.

DSA Risk Assessment for: Motorcycle use, testing and training

Department/site:

Completed by (capitals):

Signed:

Date:

Hazard	Those at Risk	Existing Controls	Further Action Necessary
<p>Injury from motorcycle accident</p>	<ul style="list-style-type: none"> -DSA staff -Candidate -Members of public -Interpreter or ADI 	<p>DSA rider</p> <ul style="list-style-type: none"> - DSA rider may not ride an unfamiliar DSA motorcycle until they are satisfied that the bike is set up correctly for them, and they have familiarised themselves with the controls etc. This is normally done with the help of an instructor at Cardington, the DSA Motorcycle Fleet Manager or the S&R bike team. - Motorcycle riders given a clothing allowance to purchase protective clothing as prescribed by COB - DSA motorcycles and helmets must meet the DSA-approved specifications to be highly visible. Helmets must display a sticker (preferably affixed by the helmet supplier) warning others not to remove helmet after an accident unless medically qualified to know the dangers of doing so. - DSA motorcycle riders pick their helmet from a list of safety-rated trialled helmets. - When a DSA helmet becomes faulty, or has been damaged or reached the end of the manufacturer’s recommended life, it needs to be disposed of by the TCM or the Cardington Facilities Manager. They ensure that the helmet cannot be re-used by cutting the straps off and writing ‘Do not use’ in permanent marker on it. - DSA Motorcycle riders wear a fluorescent waistcoat or jacket whilst riding and ride with dipped headlights to be conspicuous to others - Working procedure must comply with Lone worker risk assessment 	

		<ul style="list-style-type: none"> - DSA rider and motorcycle must comply with Work-related Road Safety policy, including not riding if they are unwell - MCEs may be trained as Appointed Persons or First Aiders to deal with emergency situations. DSA motorcycles can be supplied with a basic first aid kit (via the Estates Advisor) to allow the rider to administer minor first aid to themselves and others, if they are trained to. Refer to the First aid policy. The person who is allocated responsibility for the motorcycle must ensure that the kit is kept fully stocked and the contents do not pass their use-by date. - Hazards to motorcycle riders on training/testing sites must be reported (to the site manager or DSA managing agent) and made safe as soon as possible. Eg potholes may need to be covered by a cone, or patches of grit swept away. - Hazards to motorcycle riders on the approach to a site used by DSA must be reported to the relevant authority/site manager. - Route learning can be carried out on a motorcycle, as long as the rider does not put themselves at risk, and only consults route directions/maps when stopped. <p>DSA motorcycle</p> <ul style="list-style-type: none"> - DSA business should be carried out on DSA motorcycles where possible, or approved motorcycles hired by DSA, rather than privately-owned bikes. MCEs may not use their own bikes for tests, unless approved by COB for extreme circumstances. - Modern motorcycles trialled for suitability, provided and adequately maintained as per COB requirements - Motorcycle and radio repairs/servicing/part replacements only to be carried out by persons approved by COB, to COB specifications, where detailed. - Recovery service available for all DSA motorcycles. Relevant staff should be supplied with means of communicating with the recovery service in case 	
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		<p>there is no telephone nearby.</p> <ul style="list-style-type: none"> - Incidents such as ABS braking suddenly reverting to hydraulic due to a fault need to be reported to the DSA Fleet Manager and via the DSA Incident Reporting system as either an accident or a near-miss. If DSA bike ABS light comes on then the machine should be taken off road after the end of the test. - At least 1 test slot a month allowed for cleaning and a more in-depth maintenance of DSA motorcycles, with provision for additional slots being made available for this purpose if and when necessary (up to one test slot per week). Non-examiners are given similar time periods. - Staff are allowed adequate time to carry out a safety check of a DSA motorcycle before using it. This may take longer where it is a shared bike kept at a MPTC eg where tyre pressures may be incorrect. - Do not run motorcycle engine inside buildings for more than a couple of minutes to avoid build-up of fumes <p>Test</p> <ul style="list-style-type: none"> - Candidate produces relevant driving licence, and certificates for the category of test required, prior to test, and identity documents - MCE trained to cancel test on safety grounds (DT1), including MTV standards, candidate thought to be under influence of drugs or candidate not having a suitable helmet or motorcycle. Refer to relevant COB notices. - Motorcycle examiner can terminate a test when they believe the candidate's riding constitutes a risk to anyone's safety. - Mandatory minimum 10 days between a test failure and repeat test to encourage further training and enhance test safety. - TCM and MCE trained to cancel/terminate tests due to poor light or adverse weather eg when there is thick fog, or ice on the road. DSA Instructor trained to cancel courses on the same grounds. 	
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		<p>Module 1 manoeuvring area/Cardington motorcycle training area/ CBT training sites</p> <ul style="list-style-type: none"> - Manoeuvres have been carefully laid out and trialled to ensure that the manoeuvres required by the European Directive are carried out as safely as possible. This included the move from carrying out an emergency stop on the road to instead using a much safer environment controlled by DSA. - MMA is of an approved size and layout to allow safe manoeuvres - MMA laid out so that bikes are not likely to run into fence. Layout of manoeuvres must not be altered without a risk assessment being carried out first, and approval being given by Standards and Regulation. - Surface is level with no depressions/humps/grooves etc that could interfere with the steering of a motorcycle - Surface in good repair, with no holes or puddles. Any damage is reported to TCM/site controller immediately. Minor damage or standing water must be assessed by the MCE/trainer to decide whether testing can still continue. It may depend on the position relative to the test route and manoeuvres. - MMA does not have any sudden changes in level that could cause an accident, eg unguarded steps, steep slope, deep-set drain cover - Surface is preferably gently sloped to allow rain run-off - Surface is fixed, i.e. no gravel - Surface kept clear of contamination, eg oil, leaves, bolts, glass. Area checked before each use to ensure that the surface is safe, especially after private use. - No drain covers, paint markings etc that could cause a skid - No sudden drops (or other hazards) on far side of boundary that could cause further injury to anyone crashing into the fence or similar. - Cone positions and white lines on MMA are permanently marked to provide a safe and consistent layout. Faint markings to be reported to 	
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		<p>Estates advisors to arrange re-marking.</p> <ul style="list-style-type: none"> - DSA staff position themselves carefully to avoid being hit by a motorcycle whilst manoeuvres are being carried out. - DSA Instructor/MCE wears high visibility clothing when on the MMA. - MCE can request protective footwear and a waterproof coat for when they are carrying out Mod 1s. - Candidates/trainees are given clear instructions prior to each manoeuvre - MCEs/instructors trained to deal with small oil/fuel spills on DSA site using Orange Squirt. Large spills require a local external contractor (via our managing agent) to remove the contamination before that section of the MMA is used for testing/training. On non-DSA sites spills need to be reported to Site manager. All contaminated areas to be marked with cones until safe. - Secure, safe boundary to prevent animals and children gaining access during training/testing. Warning notices may need to be displayed if there is any chance of unauthorised persons wandering into the training/testing area - Only equipment specifically for the test/training to be kept in the MMA. Must be conspicuous and set out ready for the test/training prior to the candidate entering the area. - Area cannot be used if ice may be present, or snow is present. The area cannot be gritted/salted as this may be hazardous to the riders. - Dipped headlamps switched on whilst riding on the MMA - Where an interpreter is required, they must wear a high visibility jacket/waistcoat and follow the MCE's instructions as to where to stand safely for each manoeuvre - Where a Mod 1 site is hired out for training a trained Site Access Manager will supervise the site. Duties will include reporting any incidents to DSA. <p>Module 2/On-road training</p> <ul style="list-style-type: none"> - Examiners fit candidates' belt-mounted radios securely to the front or side 	
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		<p>of their bodies to minimise injury should they fall from the motorcycle.</p> <ul style="list-style-type: none"> - Examiners provided with bike-mounted radios for lower risk of injury. If the radio isn't working or they are using a hired bike then they carry out car-to-bike testing rather than use belt-mounted radios. In exceptional circumstances belt-mounted radios may be used for a short-term. Refer to DT2 and relevant COB notice. - Voice-operated belt-mounted radios are used for car-to-bike tests. Radios are placed on the passenger seat of car or worn on the body providing that they are not in a position to interfere with vehicle controls or seatbelts, movement of the limbs, and are not worn in the area of the groin or rear of the body. Hand-held radios are not used. - Where an interpreter is needed, tests must be conducted car-to-bike. - Candidate's bike must display learner plates, and candidate must ride with dipped headlights to be more conspicuous to others. - Test/training routes carefully chosen and reviewed to minimise likelihood of incidents whilst still fully testing the candidate/trainee. A different safe route is used if a known temporary hazard such as road works or an accident increases the risk. - Candidate must carry out an eyesight exercise directly before Module 2 - Verbal intervention, where possible, by trained MCE to prevent imminent incident - MCE trained to leave sufficient space between themselves and the vehicle in front to prevent them rear-ending the vehicle in front. DT1 procedures followed if MCE is separated from a candidate during test. - MCE do not wear motorcycle protective gear in car to bike tests if it causes discomfort and could detract from safety. Motorcycle boots not worn in car as may interfere with operation of dual controls. MCEs allowed sufficient time to change between test types. <p>CBT training sites</p>	
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		<ul style="list-style-type: none"> - Advice given to ATB as per above control measures. - Safety checklist carried out of training site - DSA staff position themselves carefully to avoid being hit by a motorcycle whilst manoeuvres are being carried out. - DSA staff wear high visibility clothing when on the MMA. - DSA rider trained to leave sufficient space between themselves and the vehicle in front to prevent them rear-ending it. 	
Motorcycle accessories	DSA Staff	<ul style="list-style-type: none"> - Top boxes and panniers are approved by COB and suitable for bike. They are either factory fitted or fitted by a competent person. - Guidance is given to motorcycle riders on how to pack/load so that weight is evenly distributed on both sides of bike, and that weights can't slide around in top box. - Staff aware that they need to alter their leg movement to mount/dismount from the bike to clear the top box or panniers so as not to knock the bike or themselves off balance. - Panniers and top box to be removed when not needed. 	
Stress	DSA staff	<ul style="list-style-type: none"> - Trained staff - Set timings for tests, any necessary changes between test types, and rest periods - Comply with DSA Stress guidance - Element of control over tests e.g. cancelling on safety grounds (DT1) - Staff access to confidential counselling service - A stress survey was carried out in 2009. Action plan currently being implemented. 	
Manual handling	DSA staff	<ul style="list-style-type: none"> - Motorcycle examiners are trained on how to lift a fallen motorcycle should they need to. They are taught to not attempt to lift a fallen motorcycle by themselves unless they feel they are able to do so without injury, or it is an emergency. They should ask for assistance where possible. They are not obliged to lift a candidate's fallen bike. 	

		<ul style="list-style-type: none"> - Motorcycle specification includes a suitable grab handle for placing the motorcycle on the centre stand to minimise manual handling injuries - Use the cone trolley for the movement of cones - Manual handling risk assessment carried out on individual. 	
Slips and trips	DSA staff Candidates	<ul style="list-style-type: none"> - Suitable footwear (boots or shoes) provided by DSA where required for working on the MMA - MCEs/DSA instructors trained to deal with small oil/fuel spills on DSA site using Orange Squirt. Large spills require a local external contractor (via our managing agent) to remove the contamination before that section of the MMA is used for testing/training. On non-DSA sites spills need to be reported to Site manager. All contaminated areas to be marked with cones until safe. 	
Fire	-DSA staff -Candidate	<ul style="list-style-type: none"> - There is a remote possibility that a motorcycle could catch fire on the MMA, or on the road. In the history of DSA a motorcycle fire has never happened. The provision of fire extinguishers raises issues of regular training, checks, expiry dates, being carried on the motorcycle, manual handling to and from the MMA for each test, etc. It has therefore been agreed by the Motorcycle Policy group that the priority is to evacuate the area around the fire and raise the alarm, and not to provide fire extinguishers which may encourage staff to take unnecessary risks. 	
Assault	- DSA staff	<ul style="list-style-type: none"> - Refer to Assaults policy - Posters displayed in test centre waiting areas warning candidates/ADIs of the consequences of assaulting our staff - Staff training includes dealing with aggressive persons 	
Vibration	- DSA staff	<ul style="list-style-type: none"> - Modern motorcycles provided and suitably maintained 	
Noise	- DSA staff	<ul style="list-style-type: none"> - Choice of good quality full-face helmets offered to DSA motorcycle riders - Individually-moulded hearing protectors provided for each DSA motorcycle rider. A supply of disposable hearing protectors is given to trainee MCEs until they qualify and can receive a set of moulded protectors. 	

		<ul style="list-style-type: none"> - Regular audiometric testing with follow-up advice depending on the amount and type of hearing loss. This may include referral to our occupational health provider for further tests. Initially a hearing test will be carried out in 2 consecutive years to establish a baseline. After this, the individual is tested every 3 years unless the hearing test provider suggests a shorter frequency due to more closely monitor the individual. - MCEs have volume adjustments for their helmet earpieces - Candidates are shown by examiners how to adjust the volume on the radio headsets so that they can set it at a suitable level 	
General hazards	<p>DSA staff Candidates ADI, Interpreter and others</p>	<ul style="list-style-type: none"> - See relevant policies under Workplace Safety or in the H&S manual. - DSA staff provided with suitable protection against wet, cold and sun eg waterproof jacket and boots whilst on the MMA - Antiseptic wipes are available to examiners to clean their hearing protectors, and the candidates' radio ear pieces between tests - MCEs must be allowed time between motorcycle and car tests to enable them to change into comfortable clothing and suitable footwear. It is not acceptable to have to wear uncomfortable clothing in a car, or to have to use dual controls wearing motorcycle boots. - DSA motorcycle riders are exposed to vehicle pollution on the road, but pollution-minimising legislation controls the levels as well as possible. 	

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