



# The University of Edinburgh

## eCycle Risk Assessment

|   |  |                                     |                           |          |          |         |            |
|---|--|-------------------------------------|---------------------------|----------|----------|---------|------------|
| <b>Task/ Activity:</b>                  | <b>Use of Electrically Assisted Pedal Cycles (eCycles)</b> | <b>Department/ Centre:</b>          | <b>Estates Department</b> |          |          |         |            |
| *Risk Level =<br>Probability x Severity | Risk Level (1-2) = Acceptable (No action required)         | <b>People Affected:</b>             | Employee                  | Student  | Public   | Visitor | Contractor |
|   | Risk Level (3-4) = Tolerable (look to improve)             | <b>Tick/ details as appropriate</b> | <b>X</b>                  | <b>X</b> | <b>X</b> |         |            |
|   | Risk Level (5+) = Unacceptable (Action required)           |                                     |                           |          |          |         |            |

| No | Hazard (what could go wrong) | Existing Control Measures<br>(What are we doing to prevent it from happening?) | P | S   | R  | Are the risks controlled?<br>(Do we need to do more?) | P | S | R          |
|----|------------------------------|--|---|---|--|---|---|---|------------|
|    |                              |  | 1 | Injury resulting from incorrect setup and / or faulty parts | eCycle set up by trained professional.<br>M-check completed by user before each journey.<br>eCycle checked monthly_using comprehensive checklist by allocated staff member.<br>Comprehensive service by trained professional every 6 months. | 1   | 2 | 2 | Controlled |

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|---|--|---|---|---|---|------------|--|--|--|
| 2 | Injury resulting from incorrect use of eCycle  | <p>As a prerequisite, user is required to declare that they are confident and competent with riding a bicycle on the road. If not, the user will attend a cycle training course.</p> <p>User will attend an induction on operation of the eCycle, including a test-ride in a safe environment.</p> <p>User to read eCycle manual prior to use.</p> <p>Cycle helmet, high visibility vest and lights are available and should be used to reduce likelihood of crash or fall due to not being seen, and severity of injury.</p> | 1 | 3 | 3 | Controlled |  |  |  |
| 3 | Injury from moving parts   | <p>Bicycle clips provided for users wearing trousers.</p> <p>Chain guard fitted to bike as standard.</p> <p>eCycle checked regularly (see No.1).</p>  | 1 | 2 | 2 | Controlled |  |  |  |
| 4 | Injury from adverse weather, i.e. high winds, snow, ice, hot weather, fog, and heavy rain. | <p>eCycle equipped with tyres that have tread for grip on wet surfaces, and disk brakes that perform in wet conditions.</p> <p>User is required to have adequate prior cycling experience to judge the conditions and adapt appropriately.</p> <p>Information in the manual to emphasise extra precautions to take in adverse weather, including appropriate clothing.</p>  | 1 | 2 | 2 | Controlled |  |  |  |

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|---|---|---|---|---|---|------------|--|--|--|
| 5 | Injury from fall  | <p>As a prerequisite, user is required to declare that they are confident and competent with riding a bicycle on the road. If not, the user will attend a cycle training course.</p> <p>User will attend an induction on operation of the eCycle, including a test-ride in a safe environment.</p> <p>User to read the eCycle manual prior to use.</p> <p>Cycle helmet, high visibility vest and lights are available and should be used to reduce likelihood of crash or fall due to not being seen, and severity of injury.</p>   | 1 | 3 | 3 | Controlled |  |  |  |
| 6 | Injury from collision with another road user, pedestrian or object. | <p>As a prerequisite, user is required to declare that they are confident and competent with riding a bicycle on the road and are aware of road safety and the Highway Code. If not, the user will attend a cycle training course.</p> <p>User will attend an induction on operation of the eCycle, including a test-ride in a safe environment.</p> <p>Cycle helmet, high visibility vest and lights are available and should be used to reduce likelihood of crash or fall due to not being seen, and severity of injury.</p> <p>User will be provided with information on how to use shared spaces, and advice on finding the safest routes between areas of the University.</p> | 1 | 4 | 4 | Controlled |  |  |  |

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|----|---|--|---|---|---|------------|--|--|--|
| 7  | Injury due to lack of fitness and / or pre-existing medical condition | User must declare they are fit enough and have no pre-existing medical conditions that could be aggravated by using an eCycle.   | 1 | 1 | 1 | Controlled |  |  |  |
| 8  | eCycle being stolen   | User is required to read the eCycle manual that includes advice on where to lock a bike and best practice.<br><br>High quality D-lock and cable are provided.  | 3 | 1 | 3 | Controlled |  |  |  |
| 9  | Injury during repair (e.g. fixing a puncture)                         | User must not attempt any repairs as set out in the User Agreement. All repairs must be carried out by a qualified bike mechanic.  | 2 | 1 | 2 |            |  |  |  |
| 10 | Risk of Injury / fire due to charging of damaged eCycle battery       | User is made aware of fragility of battery in the manual. Fragile sticker also attached to the battery.<br><br>M-check completed by user before each journey that includes a visual inspection of the battery.<br><br>Visible damage or strange smell reported to reception point immediately. eCycle with damaged battery must not be used. Battery must be left in place and NOT brought inside.<br><br>Staff member in charge of eCycle booking (e.g. receptionist) will report to Travel and Transport Manager immediately, and will ensure the battery remains outside and the eCycle not used. | 1 | 3 | 3 | Controlled |  |  |  |

|    |   |  |   |   |   |  |  |  |  |
|----|---|--|---|---|---|--|--|--|--|
| 11 | Battery overheating                                 | <p>To prevent overheating, the battery must not be charged for more than 3 hours at one time.</p> <p>Battery must not be left unattended (e.g. changing at night out of office hours).</p> <p>Staff member in charge of eCycle booking (e.g. receptionist) will be briefed on battery charging best-practice.</p>  | 2 | 1 | 2 |  |  |  |  |
| 12 | Harm while moving and handling eCycle               | <p>As a prerequisite, user is required to declare that they are confident and competent with riding a bicycle on the road and are aware of road safety and the Highway Code. If not, the user will attend a cycle training course.</p> <p>Users advised to wheel, and not lift, the eCycle when not riding.</p>  | 1 | 1 | 1 |  |  |  |  |
| 13 | Use of damaged helmet increasing severity of injury | <p>Users will be required to report damage to helmet when returning the equipment after hire. This will include if the helmet has been dropped which may cause damage that is not visible.</p> <p>Helmets reported as damaged will be disposed of immediately, and replaced.</p> <p>Helmets checked periodically by relevant staff and disposed of if necessary.</p> | 1 | 4 | 4 |  |  |  |  |