This worksheet allows teachers delivering Safe Cycle training to document;

* Safety checks completed prior to each Safe Cycle practical lesson
* Any equipment issues identified during safety checks
* Any incidents that may occur during practical lessons.

**Safety Checks**

Before each practical lesson students should collect their bikes and helmets and perform the ABC TIGHT Bike Safety Check and The Three 2s Helmet Check. Teachers are required to oversee this process and ensure that bikes are road worthy, helmets are properly fitted, and riders are wearing enclosed footwear. Riders whose bikes or helmets do not meet safety requirements must not actively participate in the session using that equipment.

Please sign off below that you have overseen this process for each practical lesson.

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| --- | --- | --- |
| **Lesson No.** | **Date** | **Checks performed by**  ***Teacher’s printed name Signature*** |
| 1 |  |  |
| 2 |  |  |
| 3 |  |  |
| 4 |  |  |
| 5 |  |  |
| 6 |  |  |
| 7 |  |  |
| 8 |  |  |

**Equipment Issues**

Please record any equipment issues identified during safety checks.

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| --- | --- | --- | --- |
| **Lesson No.** | **Date** | **Equipment Issue**  **(e.g. bike chain faulty)** | **Outcome**  **(e.g. bike excluded from lesson)** |
| 1 |  |  |  |
| 2 |  |  |  |
| 3 |  |  |  |
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**Safe Cycle Incidents**

Please record any incidents (equipment failures, collisions or injuries) that occur during the lessons.

Ensure you also lodge any reportable incidents through your school’s incident reporting system.

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| --- | --- | --- | --- | --- |
| Lesson No. | Date | Incident  (e.g. chain break, injury) | Student/s involved (if applicable) | Outcome  (e.g. bike excluded from lesson, student received First Aid, course modified) |
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