# DARLINGTON BOROUGH COUNCIL

##### ECOMOMIC GROWTH & NEIGHBOURHOOD SERVICES

##### JOB DESCRIPTION

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| **Post Title:** | **CYCLE INSTRUCTOR** |
| **Grade:** | **Band 2** |
| **JOB EVALUATION NO:** | **B1762** |
| **Reporting Relationship:** | **To be directly responsible to the Road Safety Support Officer.** |
| **Job Purpose:** | **To train cyclists to use their bicycles in a safe and roadworthy manner.** |
| **Post No:** | **POS000828** |
| **PDR Competancy Framework** | **Level 1, Expected Competencies for all employees** |

#### Main Duties and Responsibilities

1. The duties of the post involve the preparation, execution and assessing of lessons and/or training sessions.
2. Cyclist Training Instructors are responsible for setting a good example of safe riding practices both on and off duty.
3. At all times during training, the care and safety of the trainee cyclists will be a major responsibility of the instructor.
4. It will be the responsibility of Cyclist Training Instructors to ensure that all child cyclists wear the high visibility jackets provided for on road use during lessons.
5. As cycle helmets are not legally compulsory in the UK it will be the duty of Cyclist Training Instructors to wear a helmet whilst riding to encourage and set a good example to others about this practice.
6. Cyclist Training Instructors will be required to write end of course/session certificates and assessments.
7. This post has a high level of contact with, and responsibility for, children.
8. To safeguard and promote the welfare of children for whom you have responsibility, or with whom you come into contact, to include adhering to all specified procedures.
9. Ensure that you work in line with all the Council’s policies and procedures and ensure that you are aware of your obligations under these.
10. Behave according to the Employees’ Code of Conduct and ensure that you are aware of your obligations and responsibilities re. conflicts of interest, gifts, hospitality and other matters covered by the Code.
11. Carry out your role in line with the Council’s Equality agenda.
12. To comply with health and safety policies, organisational statements and procedures, report any incidents / accidents/ hazards and take a pro-active approach to health and safety matters in order to protect yourself and others.
13. Any other duties of a similar nature related to this post that may be required from time-to-time.
14. Darlington Borough Council and schools with the Borough are committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.
15. You are required to safeguard and promote the welfare of children for whom you have responsibility, or with whom you come into contact, to include adhering to all specified procedures.
16. This post is deemed to be a ‘Customer Facing’ role in line with the definition of the Code of Practice on the English language requirement for public sector workers.
17. This post is subject to an enhanced disclosure. The successful applicant will be subject to the relevant vetting checks before an offer of appointment is confirmed. Following appointment, the employee will be subject to rechecking as required from time to time by the Council.

Date: May 2021

# *STANDARD PERSON SPECIFICATION - EMPLOYEES*

**DARLINGTON BOROUGH COUNCIL**

**CYCLE INSTRUCTOR**

**ECONOMIC GROWTH & NEIGHBOURHOOD SERVICES**

**POST NO. POS000828**

All appointments are subject to satisfactory references.

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| **Criteria No.** | **Attribute** | **Essential**  **(E)** | **Desirable**  **(D)** |
|  | **Qualifications & Education** |  |  |
| 1 | Hold a nationally recognised instructor cycle training qualifications or be able to obtain within a reasonable period of time. | E |  |
|  | **Experience & Knowledge** |  |  |
| 2 | Knowledge of current legislation concerning cycling in the highway. | E |  |
| 3 | Experience of working with children |  | D |
|  | **Skills** |  |  |
| 4 | Ability to work with people at all levels of cycling experience. | E |  |
| 5 | Ability to effectively communicate both orally and in writing. | E |  |
| 6 | Ability to work successfully as part of a team. | E |  |
| 7 | Ability to plan lessons. |  | D |
|  | **Personal Attributes** |  |  |
| 8 | Ability to be on time for all duties | E |  |
| 9 | Must be a keen active cyclist | E |  |
| 10 | Able to demonstrate a good sense of discipline and fairness | E |  |
|  | **Special Requirements** |  |  |
| 11 | Reliable with a flexible approach to working time arrangements. | E |  |
| 12 | Available to work on at least two days per week, for approximately 5 weeks per scheme/programme, and be available morning and afternoon. | E |  |
| 13 | Satisfactory enhanced disclosure. | E |  |
| 14 | Capable of independent travel to carry out the requirements of the post . | E |  |
| 15 | Interest in working with children to promote their development and educational needs. | E |  |
| 16 | Ability to form and maintain appropriate relationships and personal boundaries with children. | E |  |
| 17 | Suitability to work with children. | E |  |

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| **C:\Users\blow0809\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.Outlook\V039J190\BWlogo (2).tif** | **Known Risks Referral Form Occupational Health (OH)** |

This form is to be completed by managers to identify any known risks to a post, it should be completed as part of the vacancy procedure and also where a post has changes made to it of an environmental, physical or significant nature which may have a health impact.

Known risks to employees’ health are detailed on this form together with explanatory notes overleaf. These risks can be reduced with the assistance of the OH Surveillance Programme. Please read the explanatory notes carefully and refer to task based risk assessments which should have already identified hazards where health surveillance is required.

If you answer YES to any question or statement, the form must then be sent to OH for assessment. If part of the vacancy procedure, this will be carried out via Xentrall Shared Services. Please complete the document as thoroughly as possible to enable the OH Advisor to make an informed judgement on future actions. If you have any queries about how to complete this form please contact OH on 01325 406377.

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| --- | --- | --- |
| **Employee Name**  **(Xentrall to complete for pre-employment)** |  | |
| **Job Title** | Cycle Instructor | |
| **Service Group/ School/ Department** | Highway Network Management | |
| **In the course of their work this employee;** | | **YES / NO** |
| 1. **Is likely to be exposed to asbestos** | | No |
| 1. **May be exposed to lead or lead based products** | | No |
| 1. **Is at risk from noise that might affect their health** | | No |
| 1. **Will be exposed to vibration likely to be above the exposure action level.** | | No |
| **Will be exposed to vibration below the exposure action level.** | | No |
| 1. **May require a health assessment for night work** | | No |
| 1. **Is exposed to hazardous substances as detailed overleaf** | | No |
| 1. **Is required to drive a Council vehicle** | | No |
| **Is required to drive their own vehicle for Council business** | | No |
| **Is required to drive a HGV / LGV / PCV / FLT or similar** | | No |
| 1. **Is required to work in a confined space where specialist equipment or breathing apparatus is needed** | | No |
| 1. **Is required to operate any construction plant** | | No |
| 1. **Is required to be responsible for / work with vulnerable clients** | | No |
| 1. **Is at risk of needle stick injury or human bites** | | No |
| **Will be exposed to faeces and / or human sewage** | | No |
| 1. **Will handle food** | | No |
| **Other – Please specify** | | |

**As the manager of this post, I declare that the details above are an accurate reflection of the risks associated with this post**

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| --- | --- | --- | --- |
| **Name** | Nicki Ridley | **Date** | 11.06.2021 |
| **Signature** | Nicki Ridley | | |

Once completed, this form must be sent to Occupational Health

(For pre-employment, form to be completed and saved into the recruitment folder)

*Form Created: October 2018*

*Form Review: October 2019*

**Explanatory Notes**

**A) ASBESTOS**

Employees liable to be exposed to asbestos must be under suitable medical surveillance by HSE appointed doctor. This is mainly aimed at employees who are required to work with asbestos. The medical will alert employees to any problems in relation to the wearing of respirators and provide an indication of any diseases that may stop them from working with asbestos.

**B) LEAD**

Employees liable to be exposed to lead must be under suitable medical surveillance where:

* The exposure to lead is likely to be significant;
* Blood lead concentration is measured and equals or exceed levels detailed in the regulations;
* A HSE appointed doctor certifies that the employee should be under medical surveillance and time interval between medicals.

**C) NOISE**

Health surveillance hearing checks must be provided for employees who are likely to be regularly exposed above the upper exposure action values, or at risk for any reason e.g. they already suffer from hearing loss or are particularly sensitive to damage.

Ideally health surveillance should start before people are exposed to the noise (i.e. new starters or those changing jobs) to give a baseline. It can, however, be introduced at any time. Health checks are annual for the first two years of employment then at 3 yearly intervals (which may need to be more frequent if hearing problems are detected or where risk of hearing damage is high)

**D) VIBRATION**

Health Surveillance should be provided for vibration exposed employees who:

* Are likely to be exposed above the action value of 2.5m/s2 (A8) or 100 points;
* Are likely to be regularly exposed to whole body vibration above the action value of 0.5m/s2 A(8) or 100 points;
* Are likely to be exposed occasionally above the action value and where the risk assessment identifies that the frequency and severity of exposure may pose a risk to health; or
* Have a diagnosis of HAVS or long term back pain (even when exposed below the action value)

*If any of the above applies to your employee please mark yes in the first ‘vibration’ statement overleaf.*

* If an employee will be exposed to vibration below the action value they must be assessed by Occupational Health to establish a baseline and identify any existing health conditions that may affect their ability to work with any vibration.

*If this applies to your employee please mark yes in the second ‘vibration’ statement overleaf.*

**E) NIGHT WORK**

Employees are offered a health assessment before commencing night work. This assessment takes account of any existing medical condition or ongoing medical treatment which may affect whether the individual is suitable for night work.

**F) COSHH**

Breathing in certain dusts, gases, fumes and vapours in the workplace can cause serious, long-term lung damage and disease including asbestosis; silicosis; chronic obstructive pulmonary disease (COPD); asthma; emphysema; sensitisation and lung cancer. Anyone exposed to sensitisers, dust, and fumes must be referred for a health surveillance assessment.

Contact with certain substances can cause severe dermatitis; skin irritation; depigmentation; sensitisation; skin cancer or oil acne.

Refer to COSHH assessments to identify where high risk substances have been identified and the Material Safety Data Sheet states that health surveillance is necessary; if these substances cannot be substituted for less hazardous ones then employees must be referred for health surveillance.

**G) DRIVERS**

*Driving Council Vehicles* *-* Occupational health assessments are carried out on employees required to drive Council Vehicles in line with FTA / DVSA requirements including recording of driving licence number, endorsements and declaration from employee on HR on-line annually. Declaration includes details of eye sight, medication and driving hours outside of employment at DBC.

*Driving of Own Vehicle on Council Business* - Managers are required to ensure recording of employees driving licence number, endorsements and declaration including eye sight, medication and driving hours outside of employment at DBC on HR on-line annually.

*HGV/LGV/PCV drivers and operators of FORKLIFT TRUCKS -* Occupational health assessments are carried out on employees required to drive Large Goods Vehicles or Passenger Carrying Vehicles as defined in the Road Traffic Act 1988. Medicals are carried out on employees who operate Fork Lift Trucks as recommended in the code of practice HSG6.

**H) CONFINED SPACES**

Where an individual will be required to work in confined spaces or unusual environmental conditions and is required to use respiratory or other specialised equipment.

**I) CONSTRUCTION PLANT**

A requirement to operate any construction plant i.e. Telehandler, Tower Crane, Dumper, Excavator etc.

**J) VULNERABLE CLIENT GROUPS**

This would include all job roles which involve working with and being responsible for vulnerable groups such as children, elderly people and people with learning or behavioural difficulties. This includes job roles such as a Teacher, Teaching Assistant, and Social Worker.

**K) POTENTIAL BLOOD BOURNE VIRUS**

Exposure to potential blood borne virus or exposure to other microbiological hazards, where risk assessments have identified a significant risk of

* Inoculation injuries, such as a needle stick injury from a discarded used syringe, or human bites.
* Exposure to faeces and human sewage

Please detail the exact nature of the hazard and forward a copy of the risk assessment to OH. Immunisation can only be offered once the applicant has commenced.

**L) FOOD HANDLER**

Including,

* Those employed directly in the production and preparation of food, including manufacturing, catering and retail
* Those undertaking maintenance work or repairing equipment in food handling areas
* Enforcement officers and visitors to food handling areas

Employees who handle pre-wrapped, canned or bottled food are **not** considered food handlers.

**OTHER**

Any other risks where the individual may benefit from OH advice and guidance, i.e.an individual with an underlying health problem / ongoing medical treatment who may be required in their work to work at height, or use mechanical equipment.